

ATA Management Services Limited



REPORT AND ACCOUNTS Year ended 31 December 2013

Company information

Directors	A Pendlebury S Dye
Secretary	S Dye
Company number	03262509
Registered office	The Derby Conference Centre London Road Derby DE24 8UX
Auditor	BDO LLP Regent House Clinton Avenue Nottingham NG5 1AZ

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Directors' Report

Year ended 31 December 2013

The directors submit their report and the financial statements for the year ended 31 December 2013

Principal activities

The principal activity of the company during the year continued to be that of the provision of support services for other group companies

Results and dividends

The loss for the year, after taxation, amounted to £473,000 (2012 profit £129,000) The directors have declared a dividend of £Nil (2012 £Nil)

Directors

The directors who served during the year were as follows

A Pendlebury

A Bailey (resigned 20 February 2013)

S Dye (appointed 20 February 2013)

Directors' indemnities

The company has qualifying third party indemnity provisions for the benefit of its directors which remains in force at the date of this report

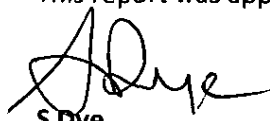
Provision of information to auditor

So far as each of the directors is aware at the date the report is approved

- there is no relevant audit information of which the company's auditor is unaware, and
- the directors have taken all the steps they should have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The report of the directors has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006

This report was approved by the board on 18 March 2014 and signed on its behalf



S Dye
Secretary

Directors' Responsibilities Statement

The directors are responsible for preparing the annual 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 United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they 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 accounting 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,
- 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 adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

Independent Auditor's report to the members of ATA Management Services Limited

We have audited the financial statements of ATA Management Services Limited for the year ended 31 December 2013 which comprise the profit and loss account, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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 auditor

As explained more fully in the statement of directors' responsibilities, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's (FRC's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the FRC's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 31 December 2013 and of its loss for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

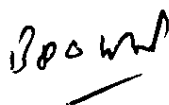
In our opinion the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Independent Auditor's report to the members of ATA Management Services Limited (continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the directors were not entitled to prepare the directors' report in accordance with the small companies' regime and to the exemption from the requirement to prepare a strategic report



Richard Wilson (senior statutory auditor)
For and on behalf of BDO LLP, statutory auditor
Nottingham
18 March 2014

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

Profit and loss account

Year ended 31 December 2013

		2013	2012
	Note	£'000	£'000
Turnover	1,2	1,589	1,349
Gross profit		1,589	1,349
Administrative expenses		(1,808)	(1,167)
Operating (loss) / profit	3	(219)	182
Interest payable	6	(135)	(118)
(Loss) / profit on ordinary activities before tax		(354)	64
Tax expense	7	(119)	65
(Loss) / profit on ordinary activities after tax	13	(473)	129

All amounts relate to continuing operations

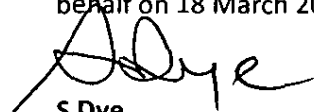
There were no recognised gains or losses for 2013 or 2012 other than those included in the profit and loss account

Balance sheet

As at 31 December 2013

	Note	2013 £'000	2012 £'000
Fixed assets			
Tangible	8	-	142
		-	142
Current assets			
Debtors	9	912	1,886
Cash at bank and in hand		2	557
		914	2,443
Current liabilities			
Creditors falling due within one year	11	(3,956)	(5,143)
Net current liabilities		(3,042)	(2,700)
Non-current liabilities			
Creditors falling due after one year	11	(22)	(33)
Net liabilities		(3,064)	(2,591)
Equity			
Called up share capital	12	1	1
Profit and loss account	13	(3,065)	(2,592)
Shareholders' deficit	14	(3,064)	(2,591)

The financial statements were approved and authorised for issue by the board and signed on its behalf on 18 March 2014


S Dye
Director

Company number 03262509

Notes to the financial statements

Year ended 31 December 2013

1 Accounting policies

(a) Basis of preparation of financial statements

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

The company's accounting reference date is 31 December. These financial statements are for the period 31 December 2012 to 29 December 2013. The comparative figures are for the period 2 January 2012 to 30 December 2012.

The balance sheet shows that liabilities exceed assets by £3,064,000 (2012: £2,591,000). RTC Group plc has confirmed that it will maintain its financial support for the foreseeable future to enable the company to continue normal trading operations. On that basis, the directors consider it appropriate to prepare the financial statements on the going concern basis. The accounts do not include any adjustments that would result if this financial support was withdrawn.

(b) Turnover

The turnover shown in the profit and loss account represents amounts earned during the year, excluding value added tax. Turnover is recognised when services are provided.

(c) Cash flow

The company, being a subsidiary undertaking where 90% or more of the voting rights are controlled within the group whose consolidated financial statements are publicly available, is exempt from the requirement to draw up a cash flow statement in accordance with FRS 1.

(d) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	33.3 % per annum
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(e) Hire purchase agreements and finance leases

Assets obtained under hire purchase agreements and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease or hire purchase agreement are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payments is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding each period.

Notes to the financial statements (continued)

Year ended 31 December 2013

(f) Deferred taxation

Full provision is made for deferred tax assets and liabilities arising from all timing differences between the recognition of gains and losses in the financial statements and recognition in the tax computation

A net deferred tax asset is recognised only if it can be regarded as 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 assets and liabilities are calculated at the tax rates expected to be effective at the time the timing differences are expected to reverse

Deferred tax assets and liabilities have not been discounted

(g) Pensions

The company operates a defined contribution pension scheme and the pension charge in the profit and loss account represents the amounts payable by the company to the fund in respect of the year

2 Turnover

Turnover is attributable to one class of business and arose within the United Kingdom

3 Operating profit

The operating profit is stated after charging

	2013 £'000	2012 £'000
Fees payable to the company's auditor		
- for the audit of the company's annual accounts	10	6
- for taxation services	3	-
Depreciation of tangible fixed assets	-	55

Notes to the financial statements (continued)

Year ended 31 December 2013

4 Directors' remuneration

	2013 £'000	2012 £'000
Directors emoluments		
- paid by the company	-	12

The number of directors accruing benefits under money purchase pension schemes were:

- paid by the company	-	1
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5 Staff costs

Staff costs, including directors' emoluments, were as follows:

	2013 £'000	2012 £'000
Wages and salaries	678	604
Social security costs	67	59
Other pension costs	17	9
	762	672

The average number of employees, including executive directors, during the year was

	Number	Number
Administrative staff	28	25

Notes to the financial statements (continued)

Year ended 31 December 2013

6 Interest payable

	2013 £'000	2012 £'000
Bank loans and overdrafts	133	117
Finance leases	2	1
	135	118

7 Taxation

Analysis of charge / (credit) in year	2013 £'000	2012 £'000
Current tax		
UK corporation tax charge on profit for the year	-	-
Total current tax	-	-
Deferred tax (see note 10)		
Origination or reversal of timing differences	119	(65)
Tax on profit on ordinary activities	119	(65)

Factors affecting the tax expense

The tax assessed for the year is less (2012 less than) than would be expected by multiplying profit on ordinary activities by the standard rate of corporation tax in the UK of 23.5% (2012 23%). The differences are explained below

	2013 £'000	2012 £'000
Profit on ordinary activities before tax	146	64
Profit on ordinary activities multiplied by standard rate of corporation tax of 23.5% (2012 23%)	34	15
Effects of:		
Depreciation in excess of capital allowances	-	(24)
Expenses not deductible for taxation purposes	-	-
Short term timing differences	-	-
Losses carried forward	(34)	(56)
Group relief	-	-
Current tax charge / (credit) for the year (see note above)	-	(65)

Notes to the financial statements (continued)

Year ended 31 December 2013

Estimated losses, available to offset against future taxable profits on continuing operations in the UK, amount to £98,000 (2012 - £242,000)

The provision for deferred tax is calculated based on the tax rates enacted or substantially enacted at the balance sheet date. The Chancellor of the Exchequer has announced that the rate of corporation tax will be reduced each year until 2015 when it will remain at 20%. As at the balance sheet date the rate of 20% has been substantively enacted when Finance Bill 2013 received its final reading in the House of Commons on 17 July 2013.

8 Tangible fixed assets

	Fixtures & Fittings £'000	Total £'000
Cost		
At 1 January 2013	553	553
Additions	-	-
Transfer to group company	(553)	(553)
At 31 December 2013	-	-
Depreciation		
At 1 January 2013	411	411
Charge for the year	-	-
Transfer to group company	(411)	(411)
At 31 December 2013	-	-
Net book amount		
At 31 December 2013	-	-
At 31 December 2012	142	142

On 1 January 2013 all assets held by the Company were transferred to a fellow group company, ATA Recruitment Limited, at net book value.

The net book value included above of assets held under finance leases at 31 December 2013 is £Nil (2012 - £50,060).

Notes to the financial statements (continued)

Year ended 31 December 2013

9 Debtors

	2013 £'000	2012 £'000
Amounts falling due within one year		
Amounts due from group undertakings	847	1,676
Net deferred tax asset (see note 10)	3	122
Other debtors	62	88
	912	1,886

10 Deferred tax asset

	2013 £'000	2012 £'000
At 1 January 2013	122	57
(Utilised) / created during the year	(119)	65
At 31 December 2013	3	122
The deferred tax asset was made up as follows		
Tax losses carried forward	3	56
Depreciation in excess of capital allowances	0	66
Deferred tax asset	3	122

A deferred tax asset of £17,000 has not been recognised as in the opinion of the directors, it is unlikely, that there will be suitable tax profits from which the future reversal of the underlying timing differences can be deducted

Notes to the financial statements (continued)

Year ended 31 December 2013

11 Creditors

	2013 £'000	2012 £'000
Amounts falling due within one year		
Bank overdrafts and invoice discounting arrangements	296	-
Trade creditors	101	70
Amounts owed to group undertakings	3,448	4,927
Finance leases	11	11
Accruals and deferred income	67	96
Other tax and social security	33	39
	3,956	5,143

During the year the company has used its bank overdraft which is secured by a cross guarantee and debenture (fixed and floating charge over all assets) over all group companies

Finance lease and hire purchase creditors are secured on the assets concerned

Creditors-Amounts falling due after one year:

Finance leases-2 to 5 years	22	33
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12 Share capital

	Allotted, called up and fully paid	
	No.	£
At 1 January 2013 and 31 December 2013		
Ordinary shares of £1 each	1,000	1,000

13 Reserves

	Profit and loss account £'000
At 1 January 2013	(2,592)
Loss for the year	(473)
At 31 December 2013	(3,065)

Notes to the financial statements (continued)

Year ended 31 December 2013

14 Shareholders' deficit

	2013 £'000	2012 £'000
Shareholders' deficit at 1 January 2013	(2,591)	(2,720)
Profit for the year	(473)	129
Shareholders' deficit at 31 December 2013	(3,064)	(2,591)

15 Transactions with related parties

The company is exempt under FRS 8 from disclosing transactions with other wholly owned group companies

16 Pension costs

The company operates a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund

Contributions made by the company to the scheme during the year amounted to £16,624 (2012 £9,495) At the year end there was £3,662 outstanding in respect of the pension scheme (2012 £Nil)

17 Contingent liabilities

The company has provided HSBC Plc with an unlimited cross guarantee with fellow wholly owned subsidiaries of RTC Group Plc in respect of net overdraft facilities of £50,000 (2012 £50,000) available to these companies At 31 December 2013 the company had a net contingent liability of £50,000 (2012 £50,000) in respect of this facility

18 Parent undertakings and controlling parties

The company is controlled by RTC Group Plc The parent undertaking of the largest and smallest group for which consolidated financial statements are prepared is RTC Group Plc Consolidated financial statements are available from RTC Group Plc, The Derby Conference Centre, London Road, Derby, DE24 8UX

In the opinion of the directors this is the company's ultimate parent company