



BUCHANAN MANAGEMENT SERVICES LIMITED

**REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS**

for the period ended

31 October 2001

Company No: 3442977

BUCHANAN MANAGEMENT SERVICES LIMITED

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BUCHANAN MANAGEMENT SERVICES LIMITED

REPORT OF THE DIRECTORS

The directors present their report together with the unaudited financial statements for the period ended 31 October 2001.

1. Principal activities

The company provides management support services and consultancy to Tour Operators.

2. Results and dividends

The profit after taxation as set out on page 4 is £456. The directors propose a final dividend of £9,000 leaving a deficit of £8,544 to be transferred to reserves.

3. Review of the business and future developments

The directors will continue to review the company's progress as appropriate.

4. Directors

The directors in office during the year are listed below, together with their interests in the shares of the company throughout the year as recorded in the register maintained by the company in accordance with the provisions of the Companies Act 1985.

	<u>At 31 October 2001</u>	<u>At 1 November 2000</u>
	<u>Ordinary</u>	<u>Ordinary</u>
	<u>shares</u>	<u>shares</u>
J Bowden	2	2
M Bowden	—	—

5. Statement of directors' responsibilities for the financial statements

- (i) 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 and the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- * select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

BUCHANAN MANAGEMENT SERVICES LIMITED

REPORT OF THE DIRECTORS (CONTINUED)

- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.
- (ii) The directors are responsible for keeping proper accounting records, for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

6. Close company status

The company is a close company under the Income and Corporation Taxes Act 1988.

By Order of the Board

A handwritten signature in black ink, appearing to be 'John Bowden', written over a horizontal line.

JOHN BOWDEN
Director

Registered office:

Second Floor
Lees House
21 Dyke Road
Brighton
Sussex

12 July, 2002

BUCHANAN MANAGEMENT SERVICES LIMITED

ACCOUNTING POLICIES

for the period ended 31 October 2001

The financial statements have been prepared in accordance with applicable Accounting Standards under the historical cost convention.

The principal accounting policies of the company are set out below and have remained unchanged from the previous year.

a) Taxation

Corporation tax payable is provided on taxable profits at the current rate.

Deferred taxation has been calculated on the liability method. Deferred tax is provided on timing differences, which will probably reverse, at the rates of tax likely to be in force at the time of reversal. Unprovided deferred tax is disclosed as a contingent liability.

b) Pension costs

The company operate a small self-administered defined contribution pension scheme. Contributions are charged against revenue as and when paid.

c) Foreign currency

Transactions denominated in foreign currencies are recorded at actual exchange rates as at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the year end are reported at the rates of exchange prevailing at the year end. Any gain or loss arising from a change in exchange rates subsequent to the date of the transaction is included as a gain or loss in the profit and loss account.

BUCHANAN MANAGEMENT SERVICES LIMITED**PROFIT AND LOSS ACCOUNT**

for the period 01 November 2000 to 31 October 2001

	<u>Note</u>	<u>2001</u> £	<u>2000</u> £
Turnover		—	60,000
Net operating expenses	1	871	54,472
Operating (loss)/profit		(871)	5,528
Interest receivable		1,378	2,013
Profit on ordinary activities before taxation	1	507	7,541
Tax on profit on ordinary activities	3	51	7,192
		456	349
Dividend Payable		9,000	—
(Loss)/profit for the financial year	8	(8,544)	349

The accounting policies on page 3 and the notes on pages 7 to 9 form an integral part of these financial statements.

BUCHANAN MANAGEMENT SERVICES LIMITED**BALANCE SHEET**

at 31 October 2001

	<u>Note</u>	<u>2000</u> £	<u>2001</u> £
Current assets			
Debtors	5	1,420	71,632
Cash at bank and in hand		19,101	20,451
		<hr/> 20,521	<hr/> 92,083
Creditors: amounts falling due within one year	6	19,698	82,716
		<hr/>	<hr/>
Net current assets		823	9,367
		<hr/>	<hr/>
Capital and reserves			
Called up share capital	7	2	2
Profit and loss account	8	821	9,365
		<hr/>	<hr/>
Shareholders' funds		823	9,367
		<hr/>	<hr/>

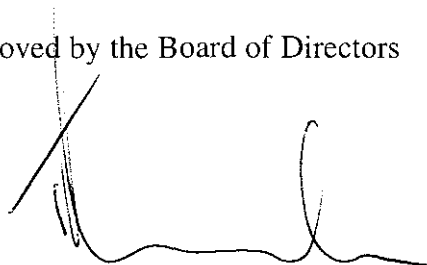
- a. For the year ended 31 October 2001 the company was entitled to exemption under Section 249A(1) of the Companies Act 1985.
- b. No notice from members requiring an audit has been deposited under Section 249B(2) of the Companies Act 1985.
- c. The directors acknowledge their responsibility for:
- i. ensuring the company keeps accounting records which comply with Section 221; and
 - ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company;
- d. The accounts have been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies.

BUCHANAN MANAGEMENT SERVICES LIMITED
BALANCE SHEET

at 31 October 2001

The financial statements were approved by the Board of Directors
on 12 July, 2002

JOHN BOWDEN - DIRECTOR

A handwritten signature in black ink, appearing to be 'John Bowden', written over a vertical dotted line.

The accounting policies on page 3 and the notes on pages 7 to 9 form an integral part of these financial statements.

BUCHANAN MANAGEMENT SERVICES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

for the period ended 31 October 2001

1. Turnover and profit on ordinary activities before taxation

The turnover and profit on ordinary activities before taxation are attributable to the principal activity of the company.

All of the turnover arose in the United Kingdom.

Profit on ordinary activities before taxation is stated after charging/(crediting):

	<u>2001</u>	<u>2000</u>
	£	£
Directors' remuneration	—	46,200

2. Staff costs

	<u>2001</u>	<u>2000</u>
Staff costs including directors remuneration:		
	£	£
Wages and salaries	—	46,759
Social Security costs	—	5,703
Pension costs	500	100
	<u>500</u>	<u>52,562</u>

3. Tax on profit on ordinary activities

	<u>2001</u>	<u>2000</u>
	£	£
Tax paid for year ended 31/10/1999	—	5,684
Provision for taxation year ended 31/10/00	—	1,508
Provision for taxation year ended 31/10/01	51	—
	<u>51</u>	<u>7,192</u>

4. Related Party Transactions

During the period a company, of which Marie Bowden and John Bowden are directors and shareholders, paid for the following:-

	<u>2001</u>	<u>2000</u>
	£	£
STS School Travel Management Charge	—	60,000
Service Limited		
	<u>—</u>	<u>60,000</u>

BUCHANAN MANAGEMENT SERVICES LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

for the period ended 31 October 2001

5. Debtors

	<u>2001</u>	<u>2000</u>
	£	£
Amounts falling due within one year:		
VAT	288	—
Amounts due from Related Parties	1,132	71,632
	<u>1,420</u>	<u>71,632</u>

6. Creditors: amounts falling due within one year

	<u>2001</u>	<u>2000</u>
	£	£
VAT	—	10,492
Trade Creditors	56	—
Accruals and other creditors	18,083	70,716
Corporation Tax	1,559	1,508
	<u>19,698</u>	<u>82,716</u>

7. Called up share capital

	<u>2001</u>	<u>2000</u>
Authorised		
Ordinary shares of £1 each	£10,000	£10,000
	<u>£2</u>	<u>£2</u>

8. Profit and Loss Account

	<u>2001</u>	<u>2000</u>
	£	£
At 1 November 2000	9,365	9,016
(Loss sustained)/profit retained	(8,544)	349
	<u>821</u>	<u>9,365</u>

BUCHANAN MANAGEMENT SERVICES LIMITED
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

for the period ended 31 October 2001

9. Commitments

There were no capital commitments contracted for but not provided in the financial statements.

10. Post Balance Sheet Events

There have been no post balance sheet events which materially alter the company's financial state of affairs.

BUCHANAN MANAGEMENT SERVICES LIMITED**PROFIT AND LOSS ACCOUNT**

for the period 01 November 2000 to 31 October 2001

	<u>2001</u> £	<u>2001</u> £	<u>2000</u> £	<u>2000</u> £
Turnover:				
Management Services		—		60,000
		—		60,000
OTHER INCOME:				
Interest receivable		1,378		2,013
		1,378		62,013
EXPENSES:				
Directors' remuneration	—		46,200	
Salaries and NIC	—		6,263	
Pension scheme	500		100	
Payroll costs	—		47	
Class 1A National Insurance	(45)		—	
Printing, postage and stationery	(338)		—	
Bank charges	4		97	
Audit and accountancy	750		1,750	
Legal and professional	—		15	
		871		54,472
PROFIT FOR THE PERIOD		507		7,541
Tax for period		51		7,192
Profit after taxation		456		349
Dividend Payable		9,000		—
(LOSS)/PROFIT RETAINED		(8,544)		349

This detailed trading and profit and loss account does not form part of the statutory financial statements.