

**HAKLUYT & COMPANY LIMITED**  
**REPORT and FINANCIAL STATEMENTS**  
**For the year ended 30 June 2001**



# **HAKLUYT & COMPANY LIMITED**

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**HAKLUYT & COMPANY LIMITED**

**COMPANY INFORMATION**

**DIRECTORS**

Sir William Purves  
Christopher James  
Michael Maclay  
Michael Reynolds  
Sir John Weston (appointed 28 January 2001)

**SECRETARY**

Susan Stafford

**AUDITORS**

Chiene & Tait, C.A.  
61 Dublin Street  
EDINBURGH  
EH3 6NL

**BANKERS**

Coutts & Company  
23 Hanover Square  
LONDON  
W1A 4YE

**SOLICITORS**

Speechly Bircham  
6 St Andrew St  
LONDON  
EC4 3LX

**REGISTERED OFFICE**

34 Upper Brook Street  
LONDON  
W1K 7QS

# HAKLUYT & COMPANY LIMITED

## DIRECTORS' REPORT

The directors present their report and financial statements for the year ended 30 June 2001.

### Review of the business

The company's principal activity is the research and supply of information for the use of commerce. The directors are satisfied with the level of business and year end financial position, the directors expect that the present level of activity will be maintained in the coming year.

### Future developments

The directors intend to continue to pursue the policies which have proved successful to date.

### Results and dividends

The profit for the year after taxation was £1,555,447. After paid ordinary dividends of £323,100 the profit attributable to shareholders was £1,232,347.

### Directors and their interests

The directors during the year ended 30 June 2001 and their interests in the issued ordinary share capital of the company at the end of the year were as follows:

	Ordinary shares	
	30 June 2001	30 June 2000
Sir William Purves	5,000	5,000
Christopher James	18,000	18,000
Michael Maclay	15,000	15,000
Michael Reynolds	15,000	15,000
Sir John Weston (appointed 28 January 2001)	400	-

### 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 and of the profit or loss of the company for that year. 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;
- 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 maintaining 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.

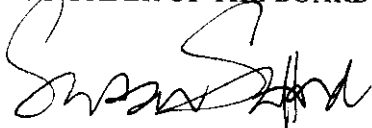
### Donations

During the year the company made the following payments for charitable purposes £5,800 (2000: £3,075).

### Auditors

A resolution to re-appoint Messrs Chiene & Tait, CA as Auditors will be proposed at the forthcoming annual general meeting.

### BY ORDER OF THE BOARD



SUSAN STAFFORD  
Secretary

5/10/ 2001



## AUDITORS' REPORT TO THE SHAREHOLDERS OF

### HAKLUYT & COMPANY LIMITED

We have audited the financial statements of Hakluyt & Company Limited for the year ended 30 June 2001 which comprise the profit and loss account, the balance sheet, the cash flow statement, the statement of total recognised gains and losses and the relevant notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

#### Respective responsibilities of directors and auditors

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

Our responsibility is to audit the financial statements in accordance with the 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.

#### 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 30 June 2001 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

CHIENE & TAIT, C.A.

Registered Auditors

61 Dublin Street

Edinburgh EH3 6NL

15 October 2001

**HAKLUYT & COMPANY LIMITED****PROFIT AND LOSS ACCOUNT****For the year ended 30 June 2001**

	Notes	2001 £	2000 £
<b>Turnover</b>		6,278,452	3,792,691
Cost of sales		1,409,048	1,064,228
		-----	-----
<b>Gross profit</b>		4,869,404	2,728,463
Administrative expenses		2,789,330	1,773,100
		-----	-----
<b>Operating profit</b>	2	2,080,074	955,363
Income from fixed asset investments		15,035	14,837
Gain on sale of investments		52,979	8,387
Other interest receivable and similar income		104,982	27,198
		-----	-----
<b>Profit on ordinary activities before taxation</b>		2,253,070	1,005,785
Tax on profit on ordinary activities	5	697,623	330,479
		-----	-----
<b>Profit on ordinary activities after taxation</b>	14	1,555,447	675,306
Dividends paid	6	323,100	162,700
		-----	-----
<b>Retained profit for the year</b>	13	1,232,347	512,606
		=====	=====
<b>Statement of total recognised gains and losses</b>			
Profit for the financial year		1,555,447	675,306
Unrealised gain on fixed asset investments		-	76,607
		-----	-----
<b>Total recognised gains and losses relating to the year</b>		1,555,447	751,913
		=====	=====

The notes on pages 8 to 12 form part of these financial statements.


# HAKLUYT & COMPANY LIMITED

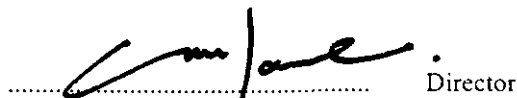
## BALANCE SHEET

As at 30 June 2001

	Notes	£	2001 £	£	2000 £
<b>Fixed assets</b>					
Tangible assets	7		98,925		12,325
Investments	8		-		768,847
			-----		-----
			98,925		781,172
<b>Current assets</b>					
Work in progress		27,613		60,364	
Debtors	9	1,175,883		1,209,587	
Cash at bank and in hand		2,658,032		984,774	
		-----		-----	
		3,861,528		2,254,725	
<b>Creditors: Amounts falling due within one year</b>	10	1,296,158		1,686,996	
		-----		-----	
<b>Net current assets</b>			2,565,370		567,729
			-----		-----
<b>Total assets less current liabilities</b>			2,664,295		1,348,901
			-----		-----
<b>Provisions for liabilities and charges</b>	11		3,497		-
			-----		-----
<b>Net assets</b>			2,660,798		1,348,901
			=====		=====
<b>Capital and reserves</b>					
Called up share capital	12		81,200		79,350
Share premium account	13		756,400		402,200
Profit and loss account	13		1,823,198		867,351
			-----		-----
Equity shareholders' funds	14		2,660,798		1,348,901
			=====		=====

Approved by the Board of Directors on 20 September 2001 and signed on its behalf by

  
 .....  
 Sir William Purves

  
 .....  
 Christopher James

The notes on pages 8 to 12 form part of these financial statements.

# HAKLUYT & COMPANY LIMITED

## CASH FLOW STATEMENT

For the year ended 30 June 2001

	Notes	2001 £	2000 £
Net cash inflow from operating activities	15	1,413,826	594,570
<b>Returns on investments and servicing of finance</b>			
Income from fixed asset investments		15,035	14,837
Interest received		104,982	27,198
		-----	-----
		120,017	42,035
<b>Taxation</b>			
Taxation paid		(316,552)	(108,119)
<b>Capital expenditure and financial investment</b>			
Purchase of tangible fixed assets		(122,509)	(12,817)
Purchase of fixed asset investments		(843,077)	(382,319)
Disposal of fixed asset investments		1,664,903	121,859
		-----	-----
		699,317	(273,277)
<b>Net cash inflow/(outflow) before financing</b>		-----	-----
		1,916,608	255,209
Equity dividends paid		(322,900)	(78,000)
<b>Financing</b>			
Issue of ordinary share capital		79,550	178,050
		-----	-----
<b>Net cash inflow from financing</b>		79,550	178,050
<b>Increase in cash</b>		-----	-----
		<u>1,673,258</u>	<u>355,259</u>

The notes on pages 8 to 12 form part of these financial statements.



# HAKLUYT & COMPANY LIMITED

## NOTES to the FINANCIAL STATEMENTS

For the year ended 30 June 2001

### 1. Accounting policies

#### Accounting Convention

The financial statements are prepared under the historical cost convention.

#### Turnover

Turnover represents the invoiced value of services less value added tax.

#### Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost or valuation, less estimated residual value, of each asset on a reducing balance basis over its expected useful economic life as follows:

Office equipment	-	25%
Computer equipment	-	33%
Furniture and fittings	-	20%

#### Work in progress

Work in progress is stated at the lower of cost or net realisable value.

#### Pension costs

The company operates a defined contribution scheme. Contributions payable to the scheme are charged to the profit and loss in the year in which they relate.

#### Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date, or where appropriate at the forward contract rate. For transactions in foreign currencies where no foreign currency bank account exists, these are recorded at the rate ruling at the date of the transaction.

### 2. Operating Profit

	2001	2000
	£	£
This is stated after charging:		
Staff costs (note 3)	1,846,673	1,181,137
Depreciation	35,909	10,753
Hire of plant and machinery - operating leases	-	1,744
Auditors' remuneration - audit fee	5,000	4,000
Charitable donations	5,800	3,075
	=====	=====

**HAKLUYT & COMPANY LIMITED****NOTES to the FINANCIAL STATEMENTS (contd)****For the year to 30 June 2001**

<b>3. Staff costs</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Wages and salaries	1,547,171	955,644
Social security costs	177,850	116,269
Other pension costs	121,652	109,224
	<u>1,846,673</u>	<u>1,181,137</u>

The average number of persons, employed by the company during the year was:

	<b>No.</b>	<b>No.</b>
Directors	5	4
Administration staff	8	6
	<u>13</u>	<u>10</u>

<b>4. Directors' remuneration</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Emoluments	989,126	705,269
Contribution to money purchase pension schemes	71,192	75,450
	<u>1,060,318</u>	<u>780,719</u>

The emoluments of directors disclosed above include the following amounts paid to the highest paid director:

Emoluments	<u>326,004</u>	<u>258,481</u>
Contributions to money purchase pension schemes	<u>17,056</u>	<u>15,496</u>

During the year 3 Directors (2000: 3) accrued benefits under money purchase pension schemes.

<b>5. Tax on profit on ordinary activities</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Corporation tax provision at 30% (2000: 30%)	694,912	317,338
Deferred tax	3,497	-
(Over)/Under provision for prior year	(786)	13,141
	<u>697,623</u>	<u>330,479</u>

# HAKLUYT & COMPANY LIMITED

## NOTES to the FINANCIAL STATEMENTS (contd)

### For the year to 30 June 2001

6. Dividends	2001 £	2000 £
Interim dividend paid of £2 per ordinary share	160,700	4,000
Second interim dividend of £2 per ordinary share	162,400	158,700
	-----	-----
	323,100	162,700
	=====	=====

7. Tangible fixed assets	Office Equipment £	Computer Equipment £	Furniture & fittings £	Total £
<b>Cost</b>				
At 1 July 2000	14,982	17,829	6,667	39,478
Additions	4,695	57,502	60,312	122,509
	-----	-----	-----	-----
At 30 June 2001	19,677	75,331	66,979	161,987
	-----	-----	-----	-----
<b>Depreciation</b>				
At 1 July 2000	11,665	11,274	4,214	27,153
Charge for the year	2,004	21,353	12,552	35,909
	-----	-----	-----	-----
At 30 June 2001	13,669	32,627	16,766	63,062
	-----	-----	-----	-----
<b>Net book value at 30 June 2001</b>	6,008	42,704	50,213	98,925
	=====	=====	=====	=====
<b>Net book value at 30 June 2000</b>	3,317	6,555	2,453	12,325
	=====	=====	=====	=====

8. Fixed asset investments	£
<b>Cost</b>	
At 1 July 2000	768,847
Additions	843,077
Disposals	(1,539,822)
Net funds withdrawn	(72,102)
	-----
<b>At 30 June 2001</b>	-
	=====

At 30 June 2001 the market value of the investments and cash held in the portfolio was £ Nil (2000: £845,454). All investments were listed on a recognised investment exchange in Great Britain.

9. Debtors	2001 £	2000 £
Trade debtors	932,574	1,003,618
Other debtors	73,325	92,875
Prepayments and accrued income	169,984	113,094
	-----	-----
	1,175,883	1,209,587
	=====	=====

# HAKLUYT & COMPANY LIMITED

## NOTES to the FINANCIAL STATEMENTS (contd)

For the year to 30 June 2001

10. Creditors: Amounts falling due within one year	2001 £	2000 £
Trade creditors	149,490	53,750
Corporation tax	694,912	317,338
Other taxation	98,240	154,534
Social security costs	-	31,068
Other creditors	34,320	-
Proposed dividends	-	158,700
Accruals and deferred income	319,196	971,606
	<u>1,296,158</u>	<u>1,686,996</u>

11. Provisions for liabilities and charges	2001 £	2000 £
Deferred tax	<u>3,497</u>	<u>-</u>

12. Share Capital	2001 £	Authorised 2000 £	Allotted, called up & fully paid 2001 £	2000 £
Ordinary shares of £1 each	<u>100,000</u>	<u>100,000</u>	<u>81,200</u>	<u>79,350</u>

During the year 3,850 ordinary £1 shares were issued at a premium and 2,000 ordinary £1 shares were repurchased at a premium. The net consideration received for these shares was £77,700.

The company has a share option scheme under which options for 2,750 ordinary shares have been granted as follows:

	Number of Shares	Option Price per share	Option Period ending
Ordinary £1 shares	<u>2,750</u>	<u>£ 43</u>	<u>1 May 2004</u>

13. Reserves	Share premium account £	Profit & loss account £	Total £
At 1 July 2000	402,200	867,351	1,269,551
Retained profit for the year	-	1,232,347	1,232,347
Premium arising on the issue and redemption of ordinary shares of £1 each	354,200	(276,500)	77,700
At 30 June 2001	<u>756,400</u>	<u>1,823,198</u>	<u>2,579,598</u>

# HAKLUYT & COMPANY LIMITED

## NOTES to the FINANCIAL STATEMENTS (contd)

### For the year ended 30 June 2001

#### 14. Reconciliation of movement in shareholders' funds

	2001 £	2000 £
Profit for the financial year	1,555,447	675,306
Dividends paid	(323,100)	(162,700)
	-----	-----
New share capital subscribed	1,232,347	512,606
	79,550	178,050
	-----	-----
Net addition to shareholders' funds	1,311,897	690,656
Opening shareholders' funds	1,348,901	658,245
	-----	-----
Closing shareholders' funds	2,660,798	1,348,901
	=====	=====

#### 15. Reconciliation of operating profit to net cash inflow from operating activities

Operating profit	2,080,074	955,363
Depreciation	35,909	10,753
Decrease/(increase) in work-in-progress	32,751	(35,106)
Decrease/(increase) in debtors	33,704	(733,003)
(Decrease)/increase in creditors	(768,612)	396,563
	-----	-----
	1,413,826	594,570
	=====	=====

#### 16. Other financial commitments

At 30 June 2001 the company was committed to making the following payments under non-cancellable operating leases in the year to 30 June 2001:

	Land and Buildings	
	2001	2000
	£	£
Operating leases which expire:		
Within two to five years	-	2,070
After five years	97,500	152,060
	-----	-----
	97,500	154,130
	=====	=====

#### 17. Pension commitments

The company operates a defined contribution scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £121,652 (2000: £109,224). At 30 June 2001 pension contributions of £3,500 were outstanding (2000:£ Nil).

#### 18. Contingent liability

A charge is held over a deposit lodged for any sums which may fall due under a rental agreement for office premises.

#### 19. Capital commitments

Capital commitments contracted but not provided for during the year amounted to £ Nil (2000: £44,394).