**Report and Financial Statements** 

31 March 2000

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COMPANIES HOUSE 28/12/00

Deloitte & Touche Queen Anne House 69-71 Queen Square Bristol BS1 4JP



# REPORT AND FINANCIAL STATEMENTS 2000

# **CONTENTS**

	Page
Officers and professional advisers	1
Directors' report	2
Auditors' report	4
Profit and loss account	5
Balance sheet	e
Cash flow statement	,
Notes to the accounts	

# OFFICERS AND PROFESSIONAL ADVISERS

# **DIRECTORS**

D M Telling

C S Acheson

B R Edwards

C J Williams

# **SECRETARIES**

A F Waters M O Thomas (resigned 4 May 2000)

C K Ross (appointed 4 May 2000)

### REGISTERED OFFICE

The Stable Block Barley Wood Wrington Bristol BS40 5SA

# **BANKERS**

HSBC Bank plc 49 Corn Street Bristol BS99 7PP

# **AUDITORS**

Deloitte & Touche Queen Anne House 69-71 Queen Square Bristol BS1 4JP



# **DIRECTORS' REPORT**

The directors present their report and audited financial statements for the year ended 31 March 2000.

#### STATEMENT OF 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 as at the end of the financial year and of 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; 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. 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.

#### PRINCIPAL ACTIVITY AND REVIEW OF THE BUSINESS

The company's principal activity is the installation and maintenance of air conditioning systems in commercial industrial and domestic premises.

The result for the period has been disappointing, but the directors consider that, following the remedial action they have taken, the company is now positioned to develop its business. The company enjoys the support of the parent undertaking.

## RESULTS AND DIVIDENDS

The loss for the year after taxation amounted to £42,931 (1999: £3,266). The directors do not propose the payment of a dividend and recommend that £42,931 be transferred from reserves.

### **FIXED ASSETS**

Details of movements in fixed assets during the year are set out in Note 5 to the financial statements.

# **DIRECTORS AND THEIR INTERESTS**

The directors during the year were as follows:

D M Telling

C S Acheson

**B R Edwards** 

C J Williams

No director had an interest in the share capital of the company.

Mr D M Telling is a director of MITIE Group PLC, the parent undertaking, and his interest in the share capital of that company is shown in the financial statements of MITIE Group PLC.



## **DIRECTORS' REPORT (continued)**

### **DIRECTORS AND THEIR INTERESTS (continued)**

Other directors' interests in the share capital of MITIE Group PLC are as follows:

	At 31 March 2000 5p Ordinary shares No.	At 1 April 1999 5p Ordinary shares No.
C S Acheson	814,750	902,350
B R Edwards	351,400	504,600
C J Williams	53,029	43,100

#### PAYMENT POLICY

The company's policy is to comply with the terms of payment agreed with a supplier. Where terms are not negotiated, the company endeavours to adhere with the supplier's standard terms. As at 31 March 2000 trade creditors, as a proportion of amounts invoiced from suppliers for the year, represented 76 (1999: 85) days.

In the industry in which the company operates credit periods are frequently extended by agreement. The company's creditor days are a reflection of this custom.

#### **YEAR 2000**

The year 2000 project completed all critical milestones well within the project timescale and all the primary business systems have completed both the millennium rollover and leap year rollover without any issues. Although these critical dates have been successfully passed, the Executive Steering Committee is not being complacent in considering the possible impact from latent problems outside the control of MITIE.

We have made considerable effort in determining the compliance of critical players in our suppliers/customer chain and are confident of continued trouble free operation.

The year 2000 project team will remain operational, with suitable contingency plans, until it is considered that sufficient time has passed for all possible external issues to be identified and resolved.

### **AUDITORS**

A resolution for the reappointment of Deloitte & Touche as auditors of the company is to be proposed at the forthcoming Annual General Meeting.

Approved by the Board of Directors and signed on behalf of the Board

- \U

A F Waters Secretary

11 August 2000

Deloitte & Touche Queen Anne House 69-71 Queen Square Bristol BS1 4JP

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Deloitte & Touche

#### **AUDITORS' REPORT TO THE MEMBERS OF**

#### MITIE AIR CONDITIONING (WALES) LIMITED

We have audited the financial statements on pages 5 to 15 which have been prepared under the accounting policies set out on page 8.

# Respective responsibilities of directors and auditors

As described on page 2, the company's directors are responsible for the preparation of financial statements, which are required to be prepared in accordance with applicable United Kingdom law and accounting standards. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of 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 March 2000 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Chartered Accountants and Registered Auditors

Debotte & Pouche

14 August 2000





# PROFIT AND LOSS ACCOUNT Year ended 31 March 2000

	Notes	Continuio 1 April 1999 16 to 31 March 2000	ng operations March 1998 to 31 March 1999
	7.5003	£	£
TURNOVER	1	381,521	255,222
Cost of sales		(367,529)	(190,094)
GROSS PROFIT		13,992	65,128
Administrative expenses		(75,922)	(72,222)
OPERATING LOSS	2	(61,930)	(7,094)
Interest receivable	3	990	1,800
Interest payable	3	•	(72)
LOSS ON ORDINARY ACTIVITIES BEFORE		((0,040)	(5.266)
TAXATION		(60,940)	(3,300)
Tax credit on loss on ordinary activities	4	18,009	2,100
RETAINED LOSS FOR THE YEAR	11	(42,931)	(3,266)
Administrative expenses  OPERATING LOSS  Interest receivable Interest payable  LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION  Tax credit on loss on ordinary activities	3 3	(61,930) 990 (60,940) 18,009	(72,222) (7,094) 1,800 (72) (5,366) 2,100

There are no recognised gains and losses for the current financial year or preceding financial period other than as stated in the profit and loss account.



# BALANCE SHEET At 31 March 2000

	Notes		2000		1999
FIXED ASSETS		£	£	£	£
Tangible assets	5		22,716		23,861
CURRENT ASSETS					
Work in progress Debtors Cash at bank and in hand	6 7	4,491 58,055 181		21,944 20,534 69,637	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	8	62,727 (101,640)		112,115 (109,242)	
NET CURRENT (LIABILITIES)/ASSETS			(38,913)		2,873
TOTAL ASSETS LESS CURRENT LIABILITIES			(16,197)		26,734
CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	9		(8,100)		(8,100)
NET (LIABILITIES)/ASSETS			(24,297)		18,634
CAPITAL AND RESERVES					
Called up share capital Profit and loss account	10 11		21,900 (46,197)		21,900 (3,266)
TOTAL EQUITY SHAREHOLDERS' FUNDS	12		(24,297)		18,634

These financial statements were approved by the Board of Directors on 11 August 2000

Signed on behalf of the Board of Directors

D M Telling Director



# CASH FLOW STATEMENT Year ended 31 March 2000

	Notes	2	2000		1999
		£	£	£	£
Net cash (outflow)/inflow from operating activities	13		(79,293)		65,843
Returns on investments and servicing of finance Interest received			923		1,800
Taxation UK corporation tax recovered			196		-
Capital expenditure Payments to acquire tangible fixed assets Proceeds on disposal of tangible fixed assets		(13,890) 6,827		(28,006)	
Net cash outflow from capital expenditure			(7,063)		(28,006)
Cash (outflow)/inflow before financing			(85,237)		39,637
Financing Issue of ordinary share capital Debt due beyond a year - new unsecured loan stoc repayable in 2008	k	-		21,900 8,100	
Net cash inflow from financing			-		30,000
(Decrease)/increase in cash in the year	15		(85,237)		69,637
			<del></del>		



### 1. ACCOUNTING POLICIES

# Accounting convention

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

#### Turnover

Turnover represents the total, excluding sales taxes, receivable in respect of goods and services supplied and contract work completed in the period. All turnover arises within the United Kingdom.

### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset on a straight-line basis over its expected useful life, as follows:

Plant 4 years Motor vehicles 4 years

### Work in progress

Work in progress is stated at the lower of cost (including appropriate overheads) and net realisable value. Provision is made for foreseeable losses.

#### Deferred taxation

Provision is made for deferred taxation using the liability method in respect of timing differences to the extent that liabilities will crystallise in the foreseeable future.

## Pension costs

Pension costs represent amounts paid to one of the group's pension schemes. Details of the schemes are given in the financial statements of MITIE Group PLC.

# Deloitte & Touche

# NOTES TO THE ACCOUNTS Year ended 31 March 2000

2.	OPERATING LOSS is stated after charging:	to 31 March 2000	16 March 1998 to 31 March 1999
		£	£
	Depreciation	8,208	4,145
	Auditors' remuneration - audit services	750	750
		<del></del>	
3.	INTEREST	1 April 1999	16 March 1998
		to 31 March	to 31 March
	Interest receivable	2000 £	1999 <b>£</b>
	Interest receivable	*	<b>₩</b>
	Bank interest	990	1,800
	Interest payable on borrowings due within five years	£	£
		_	_
	Bank interest	-	72
		<del></del>	
4.	TAX CREDIT ON LOSS ON ORDINARY ACTIVITIES	1 April 1999	16 March 1998
		to 31 March	
		2000 £	
	UK current year taxation		
	Group relief at 30% (1999: 31%)	17,963	3 2,100
	Prior years		
	Under provision for Group relief	46	5 -
		18,009	2,100



# 5. TANGIBLE FIXED ASSETS

Cost         £         29,419         29,419         29,419         A         30,000         T         A         A         A         A         A         A         A         B         A         B         A         B         A         B         A         B
Cost         At 1 April 1999       -       29,419       29,419         Additions       7,063       -       7,063         Transfers in       -       11,300       11,300         Transfers out       -       (11,300)       (11,300)         At 31 March 2000       7,063       29,419       36,482         Depreciation         At 1 April 1999       -       5,558       5,558         Charge for the year       1,089       7,119       8,208         Transfers in       -       4,473       4,473
At 1 April 1999       -       29,419       29,419         Additions       7,063       -       7,063         Transfers in       -       11,300       11,300         Transfers out       -       (11,300)       (11,300)         At 31 March 2000       7,063       29,419       36,482         Depreciation         At 1 April 1999       -       5,558       5,558         Charge for the year       1,089       7,119       8,208         Transfers in       -       4,473       4,473
Additions       7,063       - 7,063         Transfers in       - 11,300       11,300         Transfers out       - (11,300)       (11,300)         At 31 March 2000       7,063       29,419       36,482         Depreciation         At 1 April 1999       - 5,558       5,558         Charge for the year       1,089       7,119       8,208         Transfers in       - 4,473       4,473
Transfers in       -       11,300       11,300         Transfers out       -       (11,300)       (11,300)         At 31 March 2000       7,063       29,419       36,482         Depreciation         At 1 April 1999       -       5,558       5,558         Charge for the year       1,089       7,119       8,208         Transfers in       -       4,473       4,473
Transfers out       -       (11,300)       (11,300)         At 31 March 2000       7,063       29,419       36,482         Depreciation         At 1 April 1999       -       5,558       5,558         Charge for the year       1,089       7,119       8,208         Transfers in       -       4,473       4,473
At 31 March 2000 7,063 29,419 36,482  Depreciation At 1 April 1999 - 5,558 5,558 Charge for the year 1,089 7,119 8,208 Transfers in - 4,473 4,473
Depreciation         At 1 April 1999       -       5,558       5,558         Charge for the year       1,089       7,119       8,208         Transfers in       -       4,473       4,473
At 1 April 1999       -       5,558       5,558         Charge for the year       1,089       7,119       8,208         Transfers in       -       4,473       4,473
Charge for the year       1,089       7,119       8,208         Transfers in       -       4,473       4,473
Transfers in - 4,473 4,473
Transfers out - (4,473) (4,473)
At 31 March 2000 1,089 12,677 13,766
Net book value
At 31 March 2000 5,974 16,742 22,716
At 31 March 1999 - 23,861 23,861

# Capital commitments

At 31 March 2000 the directors had authorised capital expenditure of nil (1999: nil).

6.	WORK IN PROGRESS	2000	1999
		£	£
	Work in progress	4,491	96,641
	Cash received on account	-	(74,697)
		4.401	
		4,491	21,944



7.	DEBTORS	2000	1999
		£	£
	Trade debtors	14,085	15,410
	Amounts owed by parent undertaking and fellow subsidiary undertakings	19,174	2,534
	Group relief receivable	19,913	2,100
	Other taxes	3,543	· -
	Prepayments and accrued income	1,340	490
		58,055	20,534
8.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2000 £	1999 £
	Bank overdraft	15,781	<u>-</u>
	Trade creditors	64,940	57,807
	Amounts owed to parent undertaking and fellow subsidiary undertakings	14,725	26,727
	Other taxes and social security costs	1,898	17,992
	Other creditors	306	747
	Accruals and deferred income	3,990	990
	Payments on account	-	4,979
		101,640	109,242

The overdraft is secured by a group undertaking to cross guarantee each other's bank overdrafts.

### 9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2000 £	1999 £
Convertible redeemable unsecured loan stock 2008	8,100	8,100
	====	=====

The convertible redeemable unsecured loan stock may be converted at the holder's option into fully paid ordinary shares of £1 each at any time to 31 August 2008. If the loan stock is not converted it will be redeemable at par on 1 September 2008.

The holders have confirmed that the loan stock will not be converted until after March 2001.



### 10. CALLED UP SHARE CAPITAL

	1999 and 200	
	No.	£
Authorised		
£1 'A' ordinary shares	17,400	17,400
£1 'B' ordinary shares	82,600	82,600
	100,000	100,000
	2000	1999
	£	£
Allotted and fully paid		
17,400 £1 'A' ordinary shares	17,400	17,400
4,500 £1 'B' ordinary shares	4,500	4,500
	21,900	21,900
	<del></del>	

# Rights attached to shares

The holders of the £1 'A' ordinary shares and the £1 'B' ordinary shares are entitled to a dividend as decided by the Board. Thereafter, MITIE Group PLC, the holder of the £1 'A' ordinary shares, is entitled to one half of the company's annual profits available for distribution less the above amount already paid, together with any arrears of such cumulative dividends unpaid from any previous financial year.

Thereafter, the balance of profits available for distribution may be distributed amongst the holders of each class of share pari passu.

Both classes of shareholder have equal voting rights.

# 11. PROFIT AND LOSS ACCOUNT

At 1 April 1999 Retained loss for the year	(3,266) (42,931)
At 31 March 2000	(46,197)

£



12.

	1 April 1999	16 March 1998
	to 31 March	to 31 March
	2000	1999
	£	£
Loss for the financial year	(42,931)	(3,266)

RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

Loss for the financial year Issue of ordinary shares	(42,931)	(3,266) 21,900
Net (reduction)/addition to shareholders' funds Opening shareholders' funds	(42,931) 18,634	18,634
Closing shareholders' funds	(24.297)	18 634

# 13. RECONCILIATION OF OPERATING LOSS TO NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES

(OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES	1 April 1999 to 31 March 2000	16 March 1998 to 31 March 1999
	£	£
Operating loss	(61,930)	(7,094)
Depreciation charges	8,208	4,145
Decrease/(increase) in work in progress	17,453	(21,944)
Increase in debtors	(19,708)	(18,434)
(Decrease)/increase in creditors	(23,316)	109,170
Net cash (outflow)/inflow from operating activities	(79,293)	65,843
	<del></del>	

# 14. ANALYSIS OF CHANGES IN NET (DEBT)/FUNDS

	At 1 April		At 31 March
	1999	Cash flow £	2000 £
	£		
Cash at bank and in hand	69,637	(69,456)	181
Bank overdraft	<u>-</u>	(15,781)	(15,781)
Debt due after one year	(8,100)	-	(8,100)
	61,537	(85,237)	(23,700)



15.	RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET (DEBT)/FUNDS	1 April 1999 to 31 March 2000 £	16 March 1998 to 31 March 1999 £
	(Decrease)/increase in cash in the year Cash inflow from increase in debt	(85,237)	69,637 (8,100)
	Movement in net (debt)/funds in the year Net funds at 1 April	(85,237) 61,537	61,537
	Net (debt)/funds at 31 March	(23,700)	61,537

### 16. FINANCIAL COMMITMENTS

# **Operating leases**

At 31 March 2000 the company had no annual commitments under non-cancellable operating leases.

### Commitments on behalf of group undertakings

The company is party with other group undertakings to cross-guarantees of each other's bank overdrafts. As at 31 March 2000 the overall commitment was nil.

17. DIRECTORS	1 April 1999 to 31 March 2000		
	The emoluments of directors of the company were:	£	£
	Fees and other emoluments (excluding pension contributions but including benefits-in-kind)		26,361

Some directors also provide services to other companies in MITIE Group PLC and their emoluments are disclosed in those accounts. It is not practicable to allocate their remuneration between their services as directors of MITIE Air Conditioning (Wales) Limited and their services as directors of other group companies.

	No.	No.
The number of directors who were members of a defined benefit		
pension scheme	3	3

Mr D M Telling is a director of MITIE Group PLC and his pension details are disclosed in the group accounts.



### 18. EMPLOYEES

# Number of employees

The average number of persons (including directors) employed by the company during the year was:

	1 April 1999 to 31 March 2000 No.	16 March 1998 to 31 March 1999 No.
Administration and management	1	
Administration and management	1	2
Site	3	•
	4	2
	<del></del>	======
Employment costs	£	£
Wages and salaries	57,914	38,874
Social security costs	6,216	3,818
	64,130	42,692
	<del>:</del>	<del></del>

### 19. RELATED PARTY TRANSACTIONS

As MITIE Group PLC owns over 90% of MITIE Air Conditioning (Wales) Limited, they have taken advantage of the exemption from the requirement to disclose related party transactions with MITIE Group PLC and companies within the group.

# 20. PARENT UNDERTAKING AND CONTROLLING PARTY

The directors regard MITIE Group PLC, a company registered in Scotland, as the company's ultimate parent undertaking and controlling party. Copies of the group financial statements can be obtained from the Company Secretary at the registered office.