

**THE HOTEL AND CATERING TRAINING COMPANY  
LIMITED**

**ACCOUNTS FOR THE YEAR ENDED**

**30 JUNE 2001**



**Registered Number: 3560828**

## **DIRECTORS' REPORT**

The Directors present their Report and Accounts for the year ended 30 June 2001.

### **Principal activities**

The Company's principal activity during the year was the provision of training to the hospitality industry.

### **Business Review and Outlook**

The progress achieved in 1999/00 continued into 2000/01 although the financial performance, particularly in the final quarter, was adversely effected by the new LSC pricing that came into being in April 2001. Nonetheless the Company reported a pre-amortisation Operating Profit of just under £300,000 - an improvement of 19% over the previous year. This was achieved in an environment where the hospitality sector was severely impacted by the foot and mouth epidemic that raged across the country for most of the year - inevitably this had an impact on both recruitment and training in the industry.

Throughout the year emphasis continued to be placed on quality improvements and instilling common work practices across the country. At the same time our focus on developing strong customer relationships, and thus in building a demand-led business, began to bear fruit with the award of exclusive national contracts from, among others, Marriott, Corus and Regal, Old English Inns and Millhouse Inns. The quality of the pipeline gives us confidence that further major accounts will be added to the list in the new financial year.

For the third year running one of our trainees won the national 'Hospitality Modern Apprentice of the Year Award' and another won through to represent the UK in the Skills Olympics held in Seoul in September 2001. While these achievements speak for themselves they would not have come about without the dedicated support and quality of our staff - it is this attribute that will continue to set us apart from our competitors.

As anticipated the dissolution of the TECs, and the emergence of the LSC, brought a considerable, additional burden of work. Although the benefits promised by the creation of a unitary body - standardised pricing and administration, single country-wide policies and accelerated payments - will hopefully be realised over time, the early teething problems experienced in the transition from the TEC to LSC environment have created a far greater than expected distraction for all providers participating in work-based learning. In addition, the majority of providers in the service sectors are experiencing actual price reductions of some 15% compared with 2000/01.

Inevitably this has led to inward focused strategies aimed at delivering cost savings and a large part of our focus in the coming year will be aimed at compensating for the reduction in margins that have accompanied the new LSC pricing regime. Although there are some indications that there is recognition that some aspects of the new pricing need to be reviewed it would be foolish to anticipate this. As a result we are predicting a transitional year in 2001/02.

It is our intention to participate in the consolidation that is prevailing among providers and in the coming year we will seek to accelerate our growth by way of acquisition, thereby improving our net margin through an increased overhead absorption rate.

Overall we expect 2001/02 to be a challenging year, until the turbulence caused by the changes in the funding regime recedes. In general our prospects are inextricably linked to the speed at which the LSC can begin to deliver some of the potential benefits that heralded its creation. In parallel, however, we expect to realise benefits from the investments we have made, over the past couple of years, in marketing and quality improvements.

### **Results and dividends**

Details of the results for the year are given on page 5.

### **Post balance sheet events**

Due deliberation has been given by the Directors to the capital structure of the business and as a result on 28 February 2002 the shareholders resolved that the Cumulative Redeemable Preference shares be converted to Redeemable Preference Shares. This has a positive impact on the Company's profit & loss account by removing the obligation to provide for a preference dividend.

## **DIRECTORS' REPORT (CONTINUED)**

### **Directors and directors' shareholdings**

The Directors of the Company were as follows:

|                      |                        |
|----------------------|------------------------|
| Michael Davies       | Non-Executive Director |
| Paul Thomas          | Non-Executive Director |
| John Brackenbury CBE | Non-Executive Director |
| Nicholas Rowe        | Chief Executive        |
| Roderick Gray        | Finance Director       |

All of the directors served throughout the year with the exception of Roderick Gray who was appointed on 16 January 2002.

No director had any interest in the share capital of the Company at 30 June 2001, or at the date of appointment if later.

### **Employees**

The Company maintains a policy of equal opportunities and is committed to ensuring that all individuals are treated fairly, with respect and are valued.

The Company uses practices and procedures for employee involvement appropriate to their own circumstances and needs. Employees of the Company are regularly consulted by local managers and kept informed of matters affecting them and the overall development of the Company.

It is the policy of the Company to give full and fair consideration to applications made by disabled persons for job vacancies, where particular job requirements are within their ability and where possible arrangements are made for the continuing employment of employees who have become disabled.

### **Charitable and political contributions**

The Company made no donations to charities during the year (2000: £2,000).

### **Economic and Monetary Union**

The Directors continue to review the implications of economic and monetary union and of the introduction of the Euro, although the Directors do not consider that it will significantly affect the Company in the next year.

### **Statement of directors' responsibilities**

Company law requires the Directors to prepare accounts for each financial period 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 period. In preparing those accounts, 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 accounts
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business

The Directors are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the accounts 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.

**DIRECTORS' REPORT (CONTINUED)**

**Corporate governance**

There is a commitment to high standards of corporate governance throughout the Company.

The Board is accountable to the Company's shareholders for good governance and the statement set out below describes how the principles identified in the Combined Code are applied by the Company.

**Board Structure and Committees**

The Board consists of a Non-Executive Chairman, Michael Davies, one full time Executive Director and two other Non-Executive Directors. The Board considers that all the Non-Executive Directors are independent of management, and free of any relationship which could materially interfere with the exercise of their independent judgement.

The Board meets regularly during the year and reserves for its consideration a number of matters including the strategic development of the Company, approval of major items of capital expenditure and any other substantial commitments. The Non-Executive Directors represent a strong independent influence and provide an important balance to the operations of the Board. Board meetings are chaired by Michael Davies. Responsibility for the day-to-day operations of the business is delegated to the Executive Director.

The Board has established an Audit Committee and Remuneration Committee, each consisting of the Chairman and the Non-Executive Directors.

The Audit Committee, which has specific terms of reference, meets at least once a year with the Company's external auditors present. The Committee meets to consider reports from management and from the external auditors covering the financial information to be reported to shareholders and to monitor and review the internal financial control systems in operation throughout the Company.

The Remuneration Committee approves the remuneration of the Executive Director, the Company's policy in relation to senior management remuneration and makes recommendations to the Board on any new Board appointments.

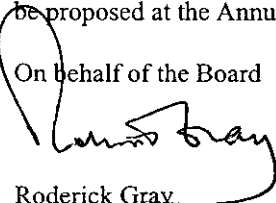
The Board structure is as follows:

| <b>Director</b>      | <b>Executive capacity</b> | <b>Title</b>                         | <b>Committee members</b>         |
|----------------------|---------------------------|--------------------------------------|----------------------------------|
| Michael Davies       | Non-Executive Director    | Chairman                             | Audit and Remuneration Committee |
| Paul Thomas          | Non-Executive Director    |                                      | Audit and Remuneration Committee |
| John Brackenbury CBE | Non-Executive Director    |                                      | Audit and Remuneration Committee |
| Nicholas Rowe        | Executive Director        | Chief Executive                      |                                  |
| Roderick Gray        | Executive Director        | Finance Director & Company Secretary |                                  |

**Auditors**

A resolution to re-appoint Solomon Hare as the Auditors and authorise the Directors to agree their remuneration will be proposed at the Annual General Meeting.

On behalf of the Board

  
Roderick Gray  
Company Secretary

28 February 2002

**INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF THE HOTEL AND CATERING TRAINING COMPANY LIMITED**

We have audited the accounts of The Hotel and Catering Training Company Limited for the year ended 30 June 2001 set out on pages 5 to 19. These accounts 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 on page 2, the Company's Directors are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts 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 accounts, 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.

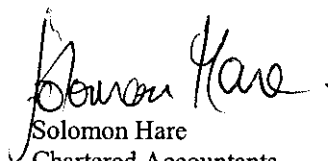
**Basis of audit opinion**

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 accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, 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 accounts 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 accounts.

**Opinion**

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 30 June 2001 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Solomon Hare  
Chartered Accountants  
Registered Auditors  
Oakfield House  
Oakfield Grove  
Clifton  
Bristol  
BS8 2BN

28 February 2002

**PROFIT AND LOSS ACCOUNT**

**For the year ended 30 June 2001**

|   |      | 2001             | 2000             |
|---|------|------------------|------------------|
|   | Note | £                | £                |
| Turnover  | 2    | 9,336,350        | 9,444,424        |
| Cost of sales   |      | (6,432,924)      | (6,324,568)      |
| <b>Gross profit</b>                                     |      | <b>2,903,426</b> | <b>3,119,856</b> |
| Administrative expenses                                 |      | (2,611,833)      | (2,730,076)      |
| Exceptional item – Administration expenses              | 3    | -                | (205,403)        |
| Other operating income                                  |      | 553              | 60,630           |
| <b>Operating Profit before amortisation of goodwill</b> |      | <b>292,146</b>   | <b>245,007</b>   |
| Administrative expenses – amortisation of goodwill      |      | (189,528)        | (169,372)        |
| <b>Operating Profit</b>                                 | 3    | <b>102,618</b>   | <b>75,635</b>    |
| Interest payable  | 5    | (203,512)        | (195,846)        |
| Interest receivable                                     |      | 3,565            | -                |
| <b>Loss on ordinary activities before taxation</b>      |      | <b>(97,329)</b>  | <b>(120,211)</b> |
| Taxation  | 6    | -                | -                |
| <b>Loss on ordinary activities after taxation</b>       |      | <b>(97,329)</b>  | <b>(120,211)</b> |
| Finance costs – including non-equity                    | 7    | (21,058)         | (240,661)        |
| <b>Retained loss for the year</b>                       | 19   | <b>(118,387)</b> | <b>(360,872)</b> |

All of the above relates to continuing activities.

There were no recognised gains or losses recorded during the year other than those shown in the profit and loss account. Accordingly, no statement of total recognised gains and losses has been prepared.

The notes on pages 8 to 19 form part of these accounts.

BALANCE SHEET

At 30 June 2001

|   | Note | 2001<br>£          | 2000<br>£          |
|---|------|--------------------|--------------------|
| <b>Fixed assets</b>                                     |      |                    |                    |
| Intangible assets                                       | 8    | 3,237,772          | 3,062,952          |
| Tangible assets   | 9    | 751,852            | 579,376            |
|   |      | <u>3,989,624</u>   | <u>3,642,328</u>   |
| <b>Current assets</b>                                   |      |                    |                    |
| Debtors: Amounts falling due:                           | 10   |                    |                    |
| within one year   |      | 1,217,458          | 1,439,635          |
| after more than one year                                |      | 147,797            | 521,039            |
| Cash at bank and in hand                                |      | 313,483            | 159,243            |
|   |      | <u>1,678,738</u>   | <u>2,119,917</u>   |
| Creditors: amounts falling due within one year          | 11   | (970,543)          | (901,906)          |
| <b>Net current assets</b>                               |      | <u>708,195</u>     | <u>1,218,011</u>   |
| <b>Total assets less current liabilities</b>            |      | <u>4,697,819</u>   | <u>4,860,339</u>   |
| Creditors: amounts falling due after more than one year | 12   | (2,981,011)        | (3,043,764)        |
| Provisions for liabilities and charges                  | 15   | (88,330)           | (90,768)           |
| <b>Net assets</b>                                       |      | <u>1,628,478</u>   | <u>1,725,807</u>   |
| <b>Capital and reserves</b>                             |      |                    |                    |
| Called up share capital                                 | 17   | 3,250,000          | 3,250,000          |
| Profit and loss account                                 | 19   | (1,621,522)        | (1,945,099)        |
| Other reserve   | 20   | -                  | 420,906            |
| <b>Shareholders' funds</b>                              | 18   | <u>1,628,478</u>   | <u>1,725,807</u>   |
| Attributable to:  |      |                    |                    |
| Equity shareholders                                     |      | <u>(1,445,941)</u> | <u>(1,748,460)</u> |
| Non-equity shareholders                                 |      | <u>3,074,419</u>   | <u>3,474,267</u>   |

Approved on behalf of the Board on 28 February 2002 by:

M Davies  
Chairman

N Rowe  
Chief Executive

The notes on pages 8 to 19 form part of these accounts.

CASH FLOW STATEMENT

For the year ended 30 June 2001

|  | Note | 2001<br>£ | 2000<br>£ |
|--|------|-----------|-----------|
| <b>Net cash inflow from operating activities</b>                             | 21   | 851,883   | 488,271   |
| <b>Returns on investments and servicing of finance</b>                       |      |           |           |
| Interest received  |      | 3,481     | -         |
| Interest paid and similar charges  |      | (239,784) | (114,554) |
| Interest element of hire purchase and finance leases                         |      | (661)     | (1,475)   |
| <b>Net cash outflow from returns on investments and servicing of finance</b> |      | (236,964) | (116,029) |
| <b>Taxation</b>  |      |           |           |
| UK corporation tax paid  |      | -         | -         |
| <b>Net cash outflow from taxation</b>  |      | -         | -         |
| <b>Capital expenditure and financial investment</b>                          |      |           |           |
| Purchase of tangible fixed assets  |      | (335,180) | (557,444) |
| Sale of tangible fixed assets  |      | 5,119     | 337,869   |
| <b>Net cash outflow from capital expenditure and financial investment</b>    |      | (330,061) | (219,575) |
| <b>Acquisitions and disposals</b>  |      |           |           |
| Purchase of business – deferred consideration paid                           |      | (125,000) | (125,000) |
| <b>Net cash outflow from acquisition and disposals</b>                       |      | (125,000) | (125,000) |
| <b>Cash inflow before use of liquid resources and financing</b>              |      | 159,858   | 27,667    |
| <b>Financing</b>   |      |           |           |
| Capital element of hire purchase and finance leases                          |      | (5,618)   | (4,800)   |
| <b>Net cash outflow from financing</b>                                       |      | (5,618)   | (4,800)   |
| <b>Increase in cash balances in the year</b>                                 | 23   | 154,240   | 22,867    |

All cash flows relate to continuing operations.

The notes on pages 8 to 19 form part of these accounts.



**NOTES TO THE ACCOUNTS**

**1 ACCOUNTING POLICIES**

**Accounting convention**

The accounts have been prepared under the historical cost convention and are in accordance with applicable accounting standards.

**Turnover**

Turnover represents the sales value of services provided in the year, net of value added tax, all of which relates to continuing activities and originates wholly from within the United Kingdom.

**Tangible fixed assets and depreciation**

Depreciation has been provided on a straight-line basis at the following annual rates in order to write off the cost less residual value of each asset over its estimated useful economic life.

|                                |   |                                       |
|--------------------------------|---|---------------------------------------|
| Freehold property              | - | 2% per annum                          |
| Leasehold improvements         | - | over the term of the respective lease |
| Software                       | - | 33% per annum                         |
| Motor vehicles                 | - | 25% per annum                         |
| Office furniture and equipment | - | 25% per annum                         |

**Deferred taxation**

Provision is made for deferred taxation on short term timing differences and all other material timing differences to the extent that it is probable that a liability or asset will crystallise in the future.

**Leasing commitments**

Assets held under finance leases are included in tangible fixed assets at their fair values and depreciated over the shorter of the lease term or their useful lives. Obligations relating to finance leases, net of finance charges in respect of future periods, are included under creditors due within or after one year as appropriate. The interest element of the payment is charged to the profit and loss account over the period of the lease and is calculated so that it represents a constant proportion of the balances of capital outstanding.

Payments made under operating leases are charged against profit as incurred.

**Goodwill**

Goodwill represents the difference between the purchase price of acquired businesses and the fair value of the attributable underlying net assets acquired. Goodwill arising on any acquisition is capitalised and amortised on a straight-line basis through the profit and loss account over 20 years, being the Directors' estimate of its useful economic life in line with the requirements of Financial Reporting Standard 10 "Goodwill and Intangible Assets".

**Capital instruments**

Capital instruments are recorded at the fair value of the consideration received less issue costs in accordance with Financial Reporting Standard 4. The difference between the net proceeds of the issue and the total amount of payments that the issuer may be required to make is recorded as a finance cost of the instrument.

**NOTES TO THE ACCOUNTS (CONTINUED)**

**1 ACCOUNTING POLICIES (Continued)**

**Pension costs**

The Company contributes to individual pension schemes for certain company employees. The pension scheme operates outside of company control and contributions to the schemes are charged to the profit and loss account as incurred.

**Provisions**

Provision is made for the estimated obligation for dilapidations in respect of the company's leasehold properties.

**2 TURNOVER**

The turnover and loss before taxation are attributable to one activity carried on wholly within the United Kingdom.

**3 OPERATING PROFIT**

The operating profit is stated after charging/(crediting):

|  | Year ended<br>30 June 2001 | Year ended<br>30 June 2000 |
|--|----------------------------|----------------------------|
|  | £                          | £                          |
| Depreciation of assets held under hire purchase agreements             | 5,250                      | 5,250                      |
| Depreciation of owned assets (including exceptional items – see below) | 152,889                    | 499,094                    |
| Amortisation of intangible fixed assets                                | 189,528                    | 169,372                    |
| Rentals under operating leases:  |                            |                            |
| - land and buildings   | 316,953                    | 334,894                    |
| - other  | 175,117                    | 172,686                    |
| Profit on sale of tangible fixed assets                                | (553)                      | (57,869)                   |
| Auditors' remuneration - audit   | 15,154                     | 14,819                     |
| - other  | 16,931                     | 22,154                     |
| Exceptional items  | -                          | 205,403                    |

The exceptional item during the previous year related to an accelerated depreciation charge made in respect of the company's software.

NOTES TO THE ACCOUNTS (CONTINUED)

4 STAFF COSTS

|  | 2001             | 2000             |
|--|------------------|------------------|
|  | £                | £                |
| <b>Aggregate staff costs, including Directors' remuneration</b>  |                  |                  |
| Wages and salaries   | 4,813,632        | 4,496,798        |
| Pension  | 62,540           | 60,800           |
| Social security costs  | 436,485          | 406,371          |
|  | <u>5,312,657</u> | <u>4,963,969</u> |
| <b>Staff numbers</b>   | No.              | No.              |
| The average monthly number of annual full time equivalent employees (including Executive Directors) was: |                  |                  |
| Head office  | 30               | 22               |
| Branch administration and operations   | 232              | 217              |
|  | <u>262</u>       | <u>239</u>       |
| <b>Directors' emoluments (remuneration and taxable benefits)</b>   | £                | £                |
| Remuneration of executive directors  | 143,018          | 214,462          |
| Contributions to pension schemes   | 15,780           | 11,400           |
| Fees of non-executive directors  | 45,634           | 45,730           |
|  | <u>204,432</u>   | <u>271,592</u>   |

Amounts were charged to the profit and loss account in respect of contributions to a defined contribution pension scheme in respect of one executive director.

5 INTEREST PAYABLE

|  | 2001           | 2000           |
|--|----------------|----------------|
|  | £              | £              |
| <b>Interest payable:</b>                 |                |                |
| Bank loans                               | 229,190        | 216,889        |
| Hire purchase and finance lease interest | 657            | 1,475          |
| Finance charges – deferred consideration | (26,335)       | (22,518)       |
|  | <u>203,512</u> | <u>195,846</u> |

6 TAXATION ON PROFIT ON ORDINARY ACTIVITIES

|   | 2001 | 2000 |
|---|------|------|
|   | £    | £    |
| United Kingdom corporation tax on loss on ordinary activities | -    | -    |

Tax losses carried forward at 30 June 2001 amounted to approximately £815,000 (2000: £600,000).

NOTES TO THE ACCOUNTS (CONTINUED)

7 FINANCE COSTS

|                               | 2001          | 2000           |
|-------------------------------|---------------|----------------|
|                               | £             | £              |
| Issue costs (note 19)         | 21,058        | 21,058         |
| Other finance costs (note 20) | -             | 219,603        |
|                               | <u>21,058</u> | <u>240,661</u> |

In accordance with Financial Reporting Standard 4, and as noted in the accounting policies on pages 8 and 9, issue costs and finance costs in respect of dividends are charged to the profit and loss account over the life of the relevant shares.

8 INTANGIBLE FIXED ASSETS

|                                       | 2001             |
|---------------------------------------|------------------|
|                                       | Total            |
|                                       | £                |
| <b>Goodwill</b>                       |                  |
| <b>Cost</b>                           |                  |
| At 1 July 2000                        | 3,389,244        |
| Increase in deferred consideration    | 364,348          |
| <b>Balance at 30 June 2001</b>        | <u>3,753,592</u> |
| <b>Amortisation</b>                   |                  |
| At 1 July 2000                        | (326,292)        |
| Amounts written off in the year       | (189,528)        |
| <b>Balance at 30 June 2001</b>        | <u>(515,820)</u> |
| <b>Net book value at 30 June 2001</b> | <u>3,237,772</u> |
| <b>Net book value at 30 June 2000</b> | <u>3,062,952</u> |

The consideration paid for the business included a contingent element relating to the accrued rebate. This represents expected amounts receivable from the vendor of the business in the form of reductions in consideration paid (note 10). The increase in goodwill relates to a revised assessment of the value of the rebate expected to be paid to the company in July 2003 using actual trading information which could only be estimated at 30 June 2000.

NOTES TO THE ACCOUNTS (CONTINUED)

9 TANGIBLE FIXED ASSETS

|                        | Freehold<br>land &<br>buildings<br>£ | Leasehold<br>improve-<br>ments<br>£ | Computer<br>software<br>&<br>hardware<br>£ | Motor<br>vehicles<br>£ | Office<br>furniture<br>&<br>equipment<br>£ | Total<br>£       |
|------------------------|--------------------------------------|-------------------------------------|--|------------------------|--|------------------|
| <b>Cost</b>            |                                      |                                     |  |                        |  |                  |
| At 1 July 2000         | 311,267                              | 122,448                             | 744,142                                    | 44,570                 | 84,168                                     | 1,306,595        |
| Additions              | 6,500                                | -                                   | 279,461                                    | -                      | 49,219                                     | 335,180          |
| Disposals              | -                                    | -                                   | (4,764)                                    | -                      | -  | (4,764)          |
| <b>At 30 June 2001</b> | <b>317,767</b>                       | <b>122,448</b>                      | <b>1,018,839</b>                           | <b>44,570</b>          | <b>133,387</b>                             | <b>1,637,011</b> |
| <b>Depreciation</b>    |                                      |                                     |  |                        |  |                  |
| At 1 July 2000         | 3,188                                | 81,971                              | 604,833                                    | 14,973                 | 22,254                                     | 727,219          |
| Charge for year        | 6,377                                | 12,190                              | 99,227                                     | 11,142                 | 29,203                                     | 158,139          |
| Disposals              | -                                    | -                                   | (199)                                      | -                      | -  | (199)            |
| <b>At 30 June 2001</b> | <b>9,565</b>                         | <b>94,161</b>                       | <b>703,861</b>                             | <b>26,115</b>          | <b>51,457</b>                              | <b>885,159</b>   |
| <b>Net book value</b>  |                                      |                                     |  |                        |  |                  |
| <b>At 30 June 2001</b> | <b>308,202</b>                       | <b>28,287</b>                       | <b>314,978</b>                             | <b>18,455</b>          | <b>81,930</b>                              | <b>751,852</b>   |
| At 30 June 2000        | 308,079                              | 40,477                              | 139,309                                    | 29,597                 | 61,914                                     | 579,376          |

Tangible fixed assets include software with a net book value at 30 June 2001 of £152,444. The software has been developed to be used in house and the directors believe that it has commercial potential and that aspects of it can be used in future operating systems. During the year the software was piloted and a number of system design improvements were identified which the company will seek to address.

In the circumstances the assessment of the value of the software to the business, and therefore its recoverable amount, is uncertain.

**Assets held under hire purchase agreements**

The net book value of fixed assets included an amount of £5,687 (2000: £10,937) in respect of assets held under hire purchase agreements at 30 June 2001. The depreciation charged on these assets was £5,250 (2000: £5,250) in the year ended 30 June 2001.

NOTES TO THE ACCOUNTS (CONTINUED)

10 DEBTORS

|  | 2001             | 2000             |
|--|------------------|------------------|
|  | £                | £                |
| Due within one year:                     |                  |                  |
| Trade debtors                            | 963,569          | 1,267,520        |
| Accrued rebate                           | 38,631           | 82,722           |
| Other debtors                            | 12,790           | 6,613            |
| Prepayments and accrued income           | 202,468          | 82,780           |
| <b>Total debtors due within one year</b> | <b>1,217,458</b> | <b>1,439,635</b> |
| Due after more than one year:            |                  |                  |
| Accrued rebate                           | 131,878          | 504,743          |
| Other debtors                            | 15,919           | 16,296           |
|  | <b>147,797</b>   | <b>521,039</b>   |
|  | <b>1,365,255</b> | <b>1,960,674</b> |

11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|  | 2001           | 2000           |
|--|----------------|----------------|
|  | £              | £              |
| Trade creditors                            | 223,342        | 184,035        |
| Obligations under hire purchase agreements | 1,027          | 5,618          |
| Other creditors                            | 28,482         | 28,470         |
| Other taxation and social security         | 142,759        | 163,897        |
| Deferred consideration                     | 75,000         | 125,000        |
| Accruals                                   | 499,933        | 394,886        |
|  | <b>970,543</b> | <b>901,906</b> |

12 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

|  | 2001             | 2000             |
|--|------------------|------------------|
|  | £                | £                |
| Bank loan                                  | 3,000,000        | 3,000,000        |
| Associated finance costs                   | (18,989)         | (28,484)         |
|  | <b>2,981,011</b> | <b>2,971,516</b> |
| Deferred consideration                     | -                | 71,221           |
| Obligations under hire purchase agreements | -                | 1,027            |
|  | <b>2,981,011</b> | <b>3,043,764</b> |

NOTES TO THE ACCOUNTS (CONTINUED)

12 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR (Continued)

The fair value of the deferred consideration is payable as follows:

|              | £ | £      |
|--------------|---|--------|
| 31 July 2001 | - | 71,221 |
|              | - | 71,221 |

13 BORROWINGS REPAYABLE BY INSTALMENTS

|   | Obligations under finance leases |       | Bank loan |           |
|---|----------------------------------|-------|-----------|-----------|
|   | 2001                             | 2000  | 2001      | 2000      |
|   | £                                | £     | £         | £         |
| Falling due within one year:                        | 1,027                            | 5,618 | -         | -         |
| Between one and two years:                          | -                                | 1,027 | -         | -         |
| Between two and five years:                         | -                                | -     | 3,000,000 | 3,000,000 |
|   | 1,027                            | 6,645 | 3,000,000 | 3,000,000 |
| Less: Expenses paid in connection with secured loan | -                                | -     | (18,989)  | (28,484)  |
|   | 1,027                            | 6,645 | 2,981,011 | 2,971,516 |

The bank loan is secured and is subject to a guarantee by ECI Ventures Limited. It carries interest at 1.25% above the LIBOR rate.

14 FINANCIAL COMMITMENTS AND CONTINGENT LIABILITIES

|   | 2001    | 2000    |
|---|---------|---------|
|   | £       | £       |
| <b>The company has the following annual commitments under operating leases:</b> |         |         |
| Expiring within one year: Motor vehicles  | 8,334   | 10,960  |
| Expiring between two and five years: Motor vehicles                             | 68,680  | 57,463  |
| Expiring within one year: Land and buildings                                    | 40,429  | 31,489  |
| Expiring between two and five years: Land and buildings                         | 266,464 | 218,125 |
| Expiring within one year : Other  | 147,281 | 125,713 |
| Expiring within two and five years: Other                                       | 19,270  | 15,560  |
|   | 550,458 | 459,310 |

**Capital commitments**

There were no significant capital commitments at 30 June 2001.

**Contingent liabilities**

There were no contingent liabilities at 30 June 2001.

NOTES TO THE ACCOUNTS (CONTINUED)

15 PROVISIONS FOR LIABILITIES AND CHARGES

|                           | 2001          | 2000          |
|---------------------------|---------------|---------------|
|                           | £             | £             |
| Deferred taxation         | -             | -             |
| Vacant property provision | -             | 630           |
| Dilapidation provision    | 88,330        | 90,138        |
|                           | <u>88,330</u> | <u>90,768</u> |

The vacant property provision related to the company's obligations for future costs in respect of vacant leasehold properties. The dilapidation provision relates to the expected liability for dilapidations in respect of the company's leasehold properties.

The movement during the year was as follows:

|                     | Deferred<br>taxation | Vacant<br>property<br>provision | Dilapidation<br>provision | 2001<br>Total | 2000<br>Total |
|---------------------|----------------------|---------------------------------|---------------------------|---------------|---------------|
|                     | £                    | £                               | £                         | £             | £             |
| At 30 June 2000     | -                    | 630                             | 90,138                    | 90,768        | 235,499       |
| Applied during year | -                    | -                               | (15,138)                  | (15,138)      | (67,455)      |
| Release during year | -                    | (630)                           | (75,000)                  | (75,630)      | (118,386)     |
| Charged during year | -                    | -                               | 88,330                    | 88,330        | 41,110        |
| At 30 June 2001     | <u>-</u>             | <u>-</u>                        | <u>88,330</u>             | <u>88,330</u> | <u>90,768</u> |

Deferred taxation has been provided to the extent that, on the basis of reasonable assumptions, it is probable that the deferred tax liability will crystallise. Deferred taxation provided and not provided is as follows. The unprovided element represents a deferred tax asset.

|                               | Provided |          | Unprovided       |                  |
|-------------------------------|----------|----------|------------------|------------------|
|                               | 2001     | 2000     | 2001             | 2000             |
|                               | £        | £        | £                | £                |
| Capital allowances            | -        | -        | (22,069)         | (49,543)         |
| Short term timing differences | -        | -        | 1,800            | (33,430)         |
| Tax losses                    | -        | -        | (244,382)        | (184,646)        |
|                               | <u>-</u> | <u>-</u> | <u>(264,651)</u> | <u>(267,619)</u> |

16 PENSION COMMITMENTS

The company operates a defined contribution pension scheme, for its directors and employees. The assets of the scheme are held separately from those of the company in independently administered funds. Contributions made to the scheme during the year totalled £62,540 (2000: £60,800).

At 30 June 2001 there was a prepaid amount of £4,695 (2000: £nil).



NOTES TO THE ACCOUNTS (CONTINUED)

17 SHARE CAPITAL

|  | 2001             | 2000             |
|--|------------------|------------------|
|  | £                | £                |
| <b>Authorised</b>  |                  |                  |
| Equity   |                  |                  |
| 10,000 'A' Ordinary Shares of £1 each                        | 10,000           | 10,000           |
| 12,000 'C' Ordinary Shares of £1 each                        | 12,000           | 12,000           |
| 88,000 'B' Ordinary Shares of £1 each                        | 88,000           | 88,000           |
| Non-equity   |                  |                  |
| 3,205,000 Cumulative Redeemable Preference Shares of £1 each | 3,205,000        | 3,205,000        |
|  | <u>3,315,000</u> | <u>3,315,000</u> |
| <b>Allotted, called up and fully paid</b>                    |                  |                  |
| Equity   |                  |                  |
| 2,000 'C' Ordinary Shares of £1 each                         | 2,000            | 2,000            |
| 88,000 'B' Ordinary Shares of £1 each                        | 88,000           | 88,000           |
| Non-equity   |                  |                  |
| 3,160,000 Cumulative Redeemable Preference Shares of £1 each | 3,160,000        | 3,160,000        |
|  | <u>3,250,000</u> | <u>3,250,000</u> |

Subsequent to the year-end, the rights of the preference shares have been varied such that the shares, previously Cumulative Redeemable Preference Shares of £1 each (carrying the right to a fixed cumulative preferential dividend of 8 pence per annum), are now Redeemable Preference Shares of £1 each. Further details are provided in note 25.

The Redeemable Preference Shares shall be redeemed in the following proportions at par as follows:

|              | No. of Shares    |
|--------------|------------------|
| 30 June 2004 | 1,000,000        |
| 30 June 2005 | 1,000,000        |
| 30 June 2006 | 1,205,000        |
|              | <u>3,205,000</u> |

Subject to the provisions of the Articles of Association, the company may redeem the shares in advance of the above dates or on the listing or sale of the company.

The 'B' Ordinary Shares are entitled, with effect from 1 July 2003, to a cumulative preferential net cash dividend which is 10% of Net Profit of the company.

NOTES TO THE ACCOUNTS (CONTINUED)

17 SHARE CAPITAL (Continued)

All classes of share capital carry detailed rights with regard to transfers as set out in the Company's Memorandum and Articles of Association. In summary, any transfer of shares shall firstly be offered to the holders of the other share capital at the discretion of the Directors at par value. Subject to the approval of certain percentages of certain classes of shares capital, shares may be offered to new directors or employees, thereafter to the classes of capital in specified proportions.

18 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

|  | 2001             | 2000             |
|--|------------------|------------------|
|  | £                | £                |
| Opening shareholders' funds              | 1,725,807        | 1,846,018        |
| Loss retained for the financial year     | (118,387)        | (360,872)        |
| Other reserve (note 20)                  | -                | 219,603          |
| Finance costs on share capital ( note 7) | 21,058           | 21,058           |
| <b>Closing shareholders' funds</b>       | <b>1,628,478</b> | <b>1,725,807</b> |

19 PROFIT AND LOSS ACCOUNT RESERVE

|   | 2001               | 2000               |
|---|--------------------|--------------------|
|   | £                  | £                  |
| Beginning of year   | (1,945,099)        | (1,605,285)        |
| Loss retained for the financial year                              | (118,387)          | (360,872)          |
| Transfer from other reserve (note 20)                             | 420,906            | -                  |
| Finance costs transferred to the profit and loss account (note 7) | 21,058             | 21,058             |
| <b>End of year</b>  | <b>(1,621,522)</b> | <b>(1,945,099)</b> |

20 OTHER RESERVE

|                             | 2001      | 2000           |
|-----------------------------|-----------|----------------|
|                             | £         | £              |
| Beginning of year           | 420,906   | 201,303        |
| Movement during the year    | -         | 219,603        |
| Transfer to profit and loss | (420,906) | -              |
| <b>End of year</b>          | <b>-</b>  | <b>420,906</b> |

This reserve reflected an appropriation in respect of dividends on non-equity shares. As described in note 17, the cumulative redeemable preference shares were entitled to a dividend with effect from 1 July 1999. The cost of this dividend was being charged to the profit and loss account at a constant rate in accordance with the requirements of Financial Reporting Standard 4 "Capital Instruments". As detailed in note 25 to the accounts, the rights of these preference shares have been amended to remove the entitlement to a cumulative dividend. As a result this reserve is no longer required and has been transferred into the profit and loss account reserve.

NOTES TO THE ACCOUNTS (CONTINUED)

**21 RECONCILIATION OF OPERATING PROFIT TO NET CASH FLOW FROM OPERATING ACTIVITIES**

|  | 2001           | 2000           |
|--|----------------|----------------|
|  | £              | £              |
| Operating profit                                 | 102,618        | 75,635         |
| Depreciation of fixed assets                     | 158,139        | 504,344        |
| Amortisation of goodwill                         | 189,528        | 169,372        |
| Profit on sale of tangible fixed assets          | (553)          | (57,869)       |
| Decrease in debtors                              | 261,184        | 575,829        |
| Increase/(decrease) in creditors                 | 143,405        | (634,309)      |
| Decrease in provisions                           | (2,438)        | (144,731)      |
| <b>Net cash inflow from operating activities</b> | <b>851,883</b> | <b>488,271</b> |

**22 RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET DEBT**

|   | 2001               | 2000               |
|---|--------------------|--------------------|
|   | £                  | £                  |
| Increase in cash in the year                          | 154,240            | 22,867             |
| Cash inflow from increase in debt and lease financing | 5,618              | 4,800              |
| Changes in net funds resulting from cash flows        | 159,858            | 27,667             |
| Amortisation of bank loan charges                     | (9,495)            | (9,495)            |
| New finance leases                                    | -                  | -                  |
| Movement in net debt in the year                      | 150,363            | 18,172             |
| Net debt at beginning of year                         | (2,818,918)        | (2,837,090)        |
| <b>Net debt at end of year</b>                        | <b>(2,668,555)</b> | <b>(2,818,918)</b> |

**NOTES TO THE ACCOUNTS (CONTINUED)**

**23 ANALYSIS OF CHANGES IN NET DEBT**

|   | At 30 June<br>2000 | Cash<br>flows  | Non-cash<br>movements | At 30 June<br>2001 |
|---|--------------------|----------------|-----------------------|--------------------|
|   | £                  | £              | £                     | £                  |
| Cash at bank and in hand                    | 159,243            | 154,240        | -                     | 313,483            |
|   | <u>159,243</u>     | <u>154,240</u> | <u>-</u>              | <u>313,483</u>     |
| Debt due within one year:                   |                    |                |                       |                    |
| Hire purchase and finance lease obligations | (5,618)            | 4,591          | -                     | (1,027)            |
|   | <u>(5,618)</u>     | <u>4,591</u>   | <u>-</u>              | <u>(1,027)</u>     |
| Debt due after one year:                    |                    |                |                       |                    |
| Bank loan                                   | (2,971,516)        | -              | (9,495)               | (2,981,011)        |
| Hire purchase and finance lease obligations | (1,027)            | 1,027          | -                     | -                  |
|   | <u>(2,972,543)</u> | <u>1,027</u>   | <u>-</u>              | <u>-</u>           |
| Net debt                                    | <u>(2,818,918)</u> | <u>159,858</u> | <u>(9,495)</u>        | <u>(2,668,555)</u> |

**24 CONTROLLING PARTY AND RELATED PARTY TRANSACTIONS**

- a) The Directors consider the controlling party of the Company to be ECI Ventures Limited by virtue of its shareholding.
- b) During the year there were no related party transactions (2000: none).

**25 POST BALANCE SHEET EVENTS**

On 28 February 2002 the shareholders of the Company agreed to amend the Company's Articles of Association. These amendments related to the removal of the right of the preference shareholders to receive a cumulative dividend. As at 30 June 2000 arrears of dividends unpaid amounted to £252,800. Any dividend amount on each preference share will in future be determined by the Directors.

The dates of redemption for the preference shares remain unchanged from those disclosed in note 17 to the accounts.

The Company shall be bound to redeem at par all the preference shares that are in issue immediately prior to the listing or sale of the Company. In addition the Company shall pay to each holder of preference shares a pro-rata entitlement to the cash proceeds from a listing or sale.