Directors' Report and Financial Statements

for the Year Ended 31 March 2012

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# Caravan Guard Limited Company Information

Directors

P M Wilby S V A Wilby L J G Menzies R A J Wilby C W Nettleton N H M Wilby

Company secretary

N H M Wilby

Registered office

New Road Halıfax

West Yorkshire HX1 2JZ

Bankers

Lloyds TSB Bank Plc

Halifax

Commercial Street

Halıfax HX1 1BB

**Auditors** 

Watson Buckle LLP

Statutory Auditor & Chartered Accountants

York House

Cottingley Business Park

Bradford West Yorkshire BD16 1PE

# Caravan Guard Limited Directors' Report for the Year Ended 31 March 2012

The directors present their report and the financial statements for the year ended 31 March 2012

#### Directors of the company

The directors who held office during the year were as follows

P M Wilby

S V A Wilby

L J G Menzies

R A J Wilby

C W Nettleton

N H M Wilby

#### Principal activity

The principal activity of the company is the selling of caravan and general insurance

#### **Business review**

#### Fair review of the business

The company has increased its turnover in the year by 14% (2011 - 17%) and maintained the same level of operating profit (2011 - 58% growth). This is a very competitive market and these results have been achieved through a combination of organic growth, the creation of new distribution channels and new product development.

The profit for the year after taxation amounted to £367,568 (2011 - £372,398) The balance sheet on page 7 of the financial statements shows that the company's financial position is strong and in terms of net assets and cash is consistent with the growth from the previous year. The cash position, as shown by the cash flow statement on page 9, has improved by £752,476 (2011 - £504,311) from the previous year.

The directors believe that further key performance indicators for the company are not necessary or appropriate for an understanding of the development, performance or position of the business, and that the ones identified are the key indicators that are used by the Board to monitor the Company's performance

Both the level of business for the year and the year end position are considered satisfactory

#### Principal risks and uncertainties

Competitive pressure and the risk profile of the major insurance companies are the principal risks to the business. The company attempts to manage such risks by appropriate quality and service programs and through agreements with its major suppliers.

The company undertakes transactions in sterling only and is therefore not subject to foreign exchange risk

The company has no long term debt and is therefore not exposed directly to interest rate risk

# Directors' Report for the Year Ended 31 March 2012

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#### Charitable donations

During the year the company made charitable donations of £13,180 Individual donations were

	£
Local charities	7,934
Breast Cancer Care	50
Cancer Research	100
Candlelighters Trust	210
Children in Need	684
CLIC Sargent	350
DEBRA	350
DEC East Africa Appeal	300
Great Ormond Street Hospital	110
Heart Research UK	1,252
Help for Heroes	1,040
Macmillan Cancer Support	100
National Caravan Council Benevolent Fund	400
Yorkshire Air Ambulance	300

#### Research and development

The company will continue its policy of investment in research and development in order to retain a competitive position in the market

#### Disclosure of information to the auditors

Each director has taken steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information. The directors confirm that there is no relevant information that they know of and which they know the auditors are unaware of

#### Reappointment of auditors

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of Watson Buckle LLP as auditors of the company is to be proposed at the forthcoming Annual General Meeting

Approved by the Board on 26 July 2012 and signed on its behalf by

P M Wilby

Director

## Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent, 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 adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Independent Auditor's Report to the Members of Caravan Guard Limited

We have audited the financial statements of Caravan Guard Limited for the year ended 31 March 2012, set out on pages 7 to 19 The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed

### Respective responsibilities of directors and auditors

As explained more fully in the Statement of Directors' Responsibilities (set out on page 4), the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## Opinion on the financial statements

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 31 March 2012 and of its profit for the year then ended,
- · have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

#### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements

# Independent Auditor's Report to the Members of Caravan Guard Limited

# ..... continued

### Matters on which we are required to report by exception

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- · the financial statements are not in agreement with the accounting records and returns, or
- · certain disclosures of directors' remuneration specified by law are not made, or
- · we have not received all the information and explanations we require for our audit

Christopher Padgett FCA (Senior Statutory Auditor)

For and on behalf of Watson Buckle LLP Statutory Auditor & Chartered Accountants

Bradford

26 July 2012

# Caravan Guard Limited Profit and Loss Account for the Year Ended 31 March 2012

	Note	2012 £	2011 £
Turnover		6,115,869	5,345,043
Administrative expenses		(5,677,238)	(4,865,999)
Other operating income		6,138	1,291
Operating profit	2	444,769	480,335
Other interest receivable and similar income	5	44,919	21,764
Amounts written off investments		(3,450)	
Profit on ordinary activities before taxation		486,238	502,099
Tax on profit on ordinary activities	6	(118,670)	(129,701)
Profit for the financial year	14	367,568	372,398

Turnover and operating profit derive wholly from continuing operations

The company has no recognised gains or losses for the year other than the results above

# Caravan Guard Limited Balance Sheet at 31 March 2012

		201	12	20	11
	Note	£	£	£	£
Fixed assets					
Intangible fixed assets	7		3,206		7,158
Tangible fixed assets	8		489,870		495,403
Investments	9				3,449
			493,076		506,010
Current assets					
Debtors	10	665,657		698,619	
Cash at bank and in hand		4,518,537		3,766,060	
		5,184,194		4,464,679	
Creditors Amounts falling due within one year	11	(3,684,727)		(3,341,265)	
Net current assets			1,499,467		1,123,414
Total assets less current liabilities			1,992,543		1,629,424
Provisions for liabilities	12		(956)		(5,405)
Net assets			1,991,587		1,624,019
Capital and reserves					
Called up share capital	13	1,000		1,000	
Profit and loss account	14	1,990,587		1,623,019	
Shareholders' funds	15		1,991,587		1,624,019

Approved by the Board on 26 July 2012 and signed on its behalf by

P M Wilby

Director

# Caravan Guard Limited Cash Flow Statement for the Year Ended 31 March 2012

# Reconciliation of operating profit to net cash flow from operating activities

	201	2	2011	
	£	£	£	£
Operating profit  Depreciation, amortisation and impairment		444,769		480,335
charges		146,448		138,132
Loss on disposal of fixed assets		6,348		2,276
Decrease/(increase) in debtors		32,962		(84,991)
Increase in creditors		350,534	_	369,319
Net cash inflow from operating activities		981,061	=	905,071
Cash flow statement				
	201	2	2011	
	£	£	£	£
Net cash inflow from operating activities		981,061		905,071
Returns on investments and servicing of finance				
Interest received		44,919		21,764
Taxation paid		(130,194)		(99,293)
Capital expenditure and financial investment				
Purchase of intangible fixed assets	(3,531)		(6,815)	
Purchase of tangible fixed assets	(151,827)		(335,367)	
Sale of tangible fixed assets	12,048		18,951	
N		(143,310)	-	(323,231)
Net cash inflow before management of liquid resources and financing		752,476	-	504,311
Increase in cash		752,476	=	504,311
Reconciliation of net cash flow to movement i	n net debt			
		Note	2012 £	2011 £
Increase in cash			752,476	504,311
Movement in net debt		19	752,476	504,311
Net funds at 1 Aprıl		19	3,766,061	3,261,750
Net funds at 31 March		19	4,518,537	3,766,061

#### Notes to the Financial Statements for the Year Ended 31 March 2012

#### Accounting policies

#### Basis of preparation

The financial statements have been prepared under the historical cost convention

#### Going concern

The financial statements have been prepared on a going concern basis

#### Turnover

Turnover represents commissions, which are taken to revenue in full at the renewal or commencement date of the policy

#### Goodwill

Positive goodwill is capitalised, classified as an asset on the balance sheet and amortised on a straight line basis over its useful economic life. It is reviewed for impairment at the end of the first full financial year following the acquisition and in other periods if events or changes in circumstances indicate that the carrying value may not be recoverable

#### Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows

#### Asset class

**Development costs** 

#### Amortisation method and rate

50% straight line basis

#### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows

#### Asset class

Short leasehold improvements
Fixtures, fittings and equipment
Motor vehicles

Freehold buildings

## Depreciation method and rate

over the lease term of 6 years

25% reducing balance basis/33 33% straight line basis

25% reducing balance basis

2% straight line basis

## Research and development

Development expenditure incurred on an individual project is carried forward when its future recoverability can reasonably be regarded as assured. Any expenditure carried forward is amortised in line with the expected future sales from the related project.

#### Fixed asset investments

Fixed asset investments are stated at historical cost less provision for any diminution in value

#### Deferred tax

Deferred tax is recognised, without discounting, in respect of all timing differences between the treatment of certain items for taxation and accounting purposes, which have arisen but not reversed by the balance sheet date, except as required by FRS19

Deferred tax is measured at the rates that are expected to apply in the periods when the timing differences are expected to reverse, based on the tax rates and law enacted at the balance sheet date

## Notes to the Financial Statements for the Year Ended 31 March 2012

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#### Hire purchase and leasing

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term

#### Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities. Where shares are issued, any component that creates a financial liability of the company is presented as a liability in the balance sheet. The corresponding dividends relating to the liability component are charged as interest expense in the profit and loss account.

#### Pensions

The company operates a defined contribution pension scheme Contributions are recognised in the profit and loss account in the period in which they become payable in accordance with the rules of the scheme

### 2 Operating profit

Operating profit is stated after charging

	2012 £	2011
	ı	ı
Operating leases - other assets	48,000	48,000
Auditor's remuneration - The audit of the company's annual accounts	6,600	6,250
Loss on sale of tangible fixed assets	6,348	2,276
Depreciation of owned assets	138,965	123,280
Amortisation	7,483	14,852

# Notes to the Financial Statements for the Year Ended 31 March 2012

# ..... continued

# 3 Particulars of employees

The average number of persons employed by the company (including directors) during the year, analysed by category was as follows

	2012 No.	2011 No
Administration and support	88	79
The aggregate payroll costs were as follows		
	2012 £	2011 £
Wages and salaries Social security costs Staff pensions	2,894,339 349,035 180,629	2,399,228 286,408 85,994
Start pensions	3,424,003	2,771,630
Directors' remuneration		
The directors' remuneration for the year was as follows		
	2012 £	2011 £
Remuneration (including benefits in kind)  Company contributions paid to money purchase schemes	1,140,551 155,750	990,818 65,250
During the year the number of directors who were receiving benefits was as follows		
	2012 No	2011 No.
Accruing benefits under money purchase pension scheme	6	6
In respect of the highest paid director		
	2012 £	2011 £
Remuneration Company contributions to money purchase pension schemes	304,480 50,000	271,273 20,000

# Notes to the Financial Statements for the Year Ended 31 March 2012

## ..... continued

## 5 Other interest receivable and similar income

		2012 £	2011 £
	Bank interest receivable	44,919	21,764
6	Taxation		
	Tax on profit on ordinary activities	2012 £	2011 £
	Current tax Corporation tax charge	123,119	130,194
	Deferred tax Origination and reversal of timing differences	(4,449)	(493)

# Factors affecting current tax charge for the year

Tax on profit on ordinary activities for the year is lower than (2011 - lower than) the standard rate of corporation tax in the UK of 26% (2011 - 28%)

129,701

118,670

The differences are reconciled below

Total tax on profit on ordinary activities

	2012 £	2011 £
Profit on ordinary activities before taxation	486,238	502,099
Corporation tax at standard rate	126,422	140,588
Depreciation in excess of capital allowances	4,063	3,379
Expenses not deductible for tax purposes	7,191	3,295
Marginal relief	(14,557)	(17,068)
Total current tax	123,119	130,194

# Notes to the Financial Statements for the Year Ended 31 March 2012

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# 7 Intangible fixed assets

tal E
70,959
3,531
74,490
63,801
7,483
71,284
3,206
7,158

# 8 Tangible fixed assets

	Freehold land and buildings £	Short leasehold land and buildings £	Fixtures and fittings £	Motor vehicles £	Total £
Cost or valuation					
At 1 April 2011	111,532	74,539	821,703	301,074	1,308,848
Additions	5,390	2,700	12,933	130,804	151,827
Disposals			(3,385)	(59,357)	(62,742)
At 31 March 2012	116,922	77,239	831,251	372,521	1,397,933
Depreciation					
At 1 April 2011	558	41,143	676,599	95,145	813,445
Charge for the year	2,275	11,031	54,399	71,259	138,964
Eliminated on disposals			(2,744)	(41,602)	(44,346)
At 31 March 2012	2,833	52,174	728,254	124,802	908,063
Net book value					
At 31 March 2012	114,089	25,065	102,997	247,719	489,870
At 31 March 2011	110,974	33,396	145,104	205,929	495,403

# Notes to the Financial Statements for the Year Ended 31 March 2012

# ..... continued

9 Investments held as fixed assets			
		2012 £	2011 £
Other investments		•	3,449
Other investments			
		Listed investments £	Total £
Cost			40.400
At 1 Aprıl 2011 Disposals		30,580 (30,580)	30,580 (30,580)
-		(30,380)	(30,380)
At 31 March 2012			
Provision for impairment			
At 1 April 2011		27,131	27,131 (27,131)
Eliminated on disposal		(27,131)	(27,131)
At 31 March 2012		<del>-</del> -	
Net book value			
At 31 March 2012		-	•
At 31 March 2011		3,449	3,449
The market value of the listed inve	estments at 31 March 2011 was £4,575		
10 Debtors			
		2012 £	2011 £
Insurer debtors		616,046	641,023
Other debtors		9,144	8,797
Prepayments and accrued income		40,467	48,799

698,619

665,657

# Notes to the Financial Statements for the Year Ended 31 March 2012

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11	Creditors:	Amounts	falling	due	within	one year	
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			2012 £	2011 £
Trade creditors			65,798	93,491
Insurer creditors			2,047,477	2,032,147
Corporation tax			123,119	130,194
Other taxes and social security			535,948	387,010
Other creditors			612,686	474,304
Accruals and deferred income			299,699	224,119
			3,684,727	3,341,265
12 Provisions				
			Deferred tax	Total £
At 1 April 2011			5,405	5,405
Credited to the profit and loss account			(4,449)	(4,449)
At 31 March 2012			956	956
Analysis of deferred tax				
			2012 £	2011 £
Difference between accumulated depreciation allowances	and amortisation and	capital	956	5,405
ano manoes			956	5,405
			936	3,403
13 Share capital				
Allotted, called up and fully paid shares				
	2012 No.	£	2011 No.	£
Ordinary shares of £1 each	1,000	1,000	1,000	1,000

## Notes to the Financial Statements for the Year Ended 31 March 2012

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#### 14 Reserves

	Profit and loss account £	Total £
At 1 April 2011	1,623,019	1,623,019
Profit for the year	367,568	367,568
At 31 March 2012	1,990,587	1,990,587
15 Reconciliation of movement in shareholders' funds		
	2012 £	2011 £
Profit attributable to the members of the company	367,568	372,398
Net addition to shareholders' funds	367,568	372,398
Shareholders' funds at 1 Aprıl	1,624,019	1,251,621
Shareholders' funds at 31 March	1,991,587	1,624,019

#### 16 Pension schemes

### Defined contribution pension scheme

The company operates a defined contribution pension scheme The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £180,629 (2011 - £85,994)

Contributions totalling £nil (2011 - £nil) were payable to the schemes at the end of the year and are included in creditors

### 17 Contingent liabilities

The company operates an Employee Benefit Trust that has been in place for a number of years. Certain transactions have now been the subject of a challenge by H M Revenue & Customs. The directors believe that the challenge is not certain to succeed and the company is contesting the issue. However, should H M Revenue & Customs be successful, the cost to the company will be in the region of £112,000.

# Notes to the Financial Statements for the Year Ended 31 March 2012

..... continued

#### 18 Commitments

#### Capital commitments

Amounts contracted for but not provided in the financial statements amounted to £11,279 (2011 - £69,897)

#### Operating lease commitments

As at 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows Operating leases which expire

		2012 £	2011 £
Land and buildings			
Within two and five years		48,000	48,000
19 Analysis of net debt			
	At 1 April 2011 £	Cash flow	At 31 March 2012
Cash at bank and in hand	3,766,061	752,476	4,518,537
Net funds	3,766,061	752,476	4,518,537

#### 20 Related party transactions

#### Other related party transactions

During the year the company made the following related party transactions

#### Wilby Limited

(significant interest in shares held by P Wilby and N Wilby up to 9 December 2011)

During the year the company made purchases of £29,771 (2011 - £32,919) from Wilby Limited Additionally expenses of £10,209 (2011 - £12,679) were recharged to the company by Wilby Limited

The company recharged expenses of £3,483 (2011 - £nil) to Wilby Limited At the balance sheet date the amount due from Wilby Limited was £1,193 (2011 - £2,345)

### Pension scheme of P Wilby and N Wilby

(owns the property occupied by the company)

A rental of £48,000 (2011 - £48,000) was paid in the year under the terms of the lease. At the balance sheet date the amount due to Pension scheme of P Wilby and N Wilby was £nil (2011 - £nil)

# Caravan Guard Limited Notes to the Financial Statements for the Year Ended 31 March 2012

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# 21 Control

The company is controlled by the directors who own 100% of the called up share capital