

**REGISTRAR'S COPY**

Company Registration No. 4077959 (England and Wales)

**RD RETAIL SERVICES LIMITED**

**ABBREVIATED ACCOUNTS**

**FOR THE PERIOD ENDED 5 OCTOBER 2003**



# RD RETAIL SERVICES LIMITED

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# RD RETAIL SERVICES LIMITED

## DIRECTORS' REPORT

**FOR THE PERIOD ENDED 5 OCTOBER 2003**

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The directors present their report and financial statements for the period ended 5 October 2003.

### Principal activities and review of the business

The principal activity of the company is that of the supply of staff for large multiple retail store refits and merchandising contracts.

### Results and dividends

The results for the period are set out on page 4.

Interim ordinary dividends were paid amounting to £21,000. The directors do not recommend payment of a final dividend.

### Directors

The following directors have held office since 24 September 2002:

P E Jenkinson

P Humphreys

### Directors' interests

The directors' interests in the shares of the company were as stated below:

	Ordinary shares of £ 1 each	
	5 October 2003	24 September 2002
P E Jenkinson	47	47
P Humphreys	6	6

	Ordinary 'B' shares of £ 1 each	
	5 October 2003	24 September 2002
P E Jenkinson	-	-
P Humphreys	6	-

### Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Maynard Heady be reappointed as auditors of the company will be put to the Annual General Meeting.

# RD RETAIL SERVICES LIMITED

## **DIRECTORS' REPORT (CONTINUED)** **FOR THE PERIOD ENDED 5 OCTOBER 2003**

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### **Directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that 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;
- 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 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.

On behalf of the board



P E Jenkinson

**Director**

11 March 2004

# **RD RETAIL SERVICES LIMITED**

## **INDEPENDENT AUDITORS' REPORT TO RD RETAIL SERVICES LIMITED UNDER SECTION 247B OF THE COMPANIES ACT 1985**

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We have examined the abbreviated accounts set out on pages 4 to 13, together with the financial statements of the company for the period ended 5 October 2003 prepared under section 226 of the Companies Act 1985.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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**

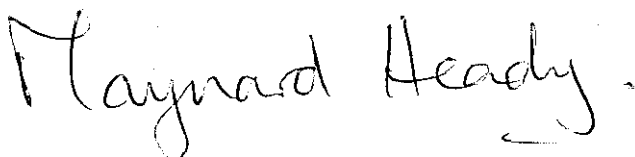
The directors are responsible for preparing the abbreviated accounts in accordance with section 246A of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with section 246A(3) of the Act to the Registrar of Companies and whether the accounts to be delivered are properly prepared in accordance with that provision and to report our opinion to you.

### **Basis of audit opinion**

We have carried out the procedures we considered necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the financial statements.

### **Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with section 246A(3) of the Companies Act 1985, and the abbreviated accounts on pages 4 to 13 are properly prepared in accordance with that provision.



**Maynard Heady**

11 March 2004

Chartered Accountants  
**Registered Auditor**

Matrix House  
12-16 Lionel Road  
Canvey Island  
Essex  
SS8 9DE

# RD RETAIL SERVICES LIMITED

## ABBREVIATED PROFIT AND LOSS ACCOUNT FOR THE PERIOD ENDED 5 OCTOBER 2003

		Period ended 5 October 2003 £	Period ended 23 September 2002 £
	Notes		
Gross profit		1,245,650	1,259,197
Administrative expenses		(876,780)	(971,178)
Operating profit	2	368,870	288,019
Other interest receivable and similar income		-	5
Profit on ordinary activities before taxation		368,870	288,024
Tax on profit on ordinary activities	3	(114,554)	(85,799)
Profit on ordinary activities after taxation		254,316	202,225
Dividends	4	(21,000)	(100,000)
Retained profit for the period	10	233,316	102,225

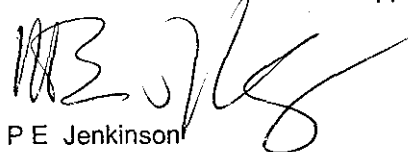
# RD RETAIL SERVICES LIMITED

## ABBREVIATED BALANCE SHEET AS AT 5 OCTOBER 2003

	Notes	2003 £	£	2002 £	£
<b>Fixed assets</b>					
Tangible assets	5		55,839		83,722
<b>Current assets</b>					
Stocks	6	4,180		3,617	
Debtors	7	859,766		882,834	
Cash at bank and in hand		32,234		203,481	
		<u>896,180</u>		<u>1,089,932</u>	
<b>Creditors: amounts falling due within one year</b>	8	<u>(564,543)</u>		<u>(1,019,500)</u>	
<b>Net current assets</b>			<u>331,637</u>		<u>70,432</u>
<b>Total assets less current liabilities</b>			<u><u>387,476</u></u>		<u><u>154,154</u></u>
<b>Capital and reserves</b>					
Called up share capital	9		106		100
Share premium account	10		19,994		19,994
Profit and loss account	10		<u>367,376</u>		<u>134,060</u>
<b>Shareholders' funds - equity interests</b>	11		<u><u>387,476</u></u>		<u><u>154,154</u></u>

These abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to medium-sized companies.

The financial statements were approved by the Board on 11 March 2004



P E Jenkinson  
Director

# RD RETAIL SERVICES LIMITED

## CASH FLOW STATEMENT FOR THE PERIOD ENDED 5 OCTOBER 2003

	Period ended 5 October 2003		Period ended 23 September 2002	
	£	£	£	£
Net cash (outflow)/inflow from operating activities		(56,950)		196,092
Returns on investments and servicing of finance				
Interest received	-		5	
Net cash (outflow)/inflow for returns on investments and servicing of finance		-		5
Taxation		(85,799)		(8,445)
Capital expenditure				
Payments to acquire tangible assets	(20,254)		(81,862)	
Receipts from sales of tangible assets	12,750		14,200	
Net cash outflow for capital expenditure		(7,504)		(67,662)
Equity dividends paid		(21,000)		(100,000)
Net cash (outflow)/inflow before management of liquid resources and financing		(171,253)		19,990
Financing				
Issue of ordinary share capital	6		19,994	
Net cash inflow from financing		6		19,994
(Decrease)/increase in cash in the period		(171,247)		39,984



# RD RETAIL SERVICES LIMITED

## NOTES TO THE CASH FLOW STATEMENT FOR THE PERIOD ENDED 5 OCTOBER 2003

1	Reconciliation of operating profit to net cash (outflow)/inflow from operating activities	2003		2002	
		£		£	
	Operating profit	368,870		288,019	
	Depreciation of tangible assets	39,037		32,708	
	Profit on disposal of tangible assets	(3,650)		(268)	
	Increase in stocks	(563)		(3,617)	
	Decrease/(increase) in debtors	23,068		(202,925)	
	(Decrease)/Increase in creditors within one year	(483,712)		82,175	
	<b>Net cash (outflow)/inflow from operating activities</b>	<b>(56,950)</b>		<b>196,092</b>	
2	Analysis of net funds	24 September 2002	Cash flow	Other non-5 October 2003	
				cash changes	
		£	£	£	£
	Net cash:				
	Cash at bank and in hand	203,481	(171,247)	-	32,234
	Net funds	203,481	(171,247)	-	32,234
3	Reconciliation of net cash flow to movement in net funds	2003		2002	
		£		£	
	(Decrease)/increase in cash in the period	(171,247)		39,984	
	<b>Movement in net funds in the period</b>	<b>(171,247)</b>		<b>39,984</b>	
	Opening net funds	203,481		163,497	
	<b>Closing net funds</b>	<b>32,234</b>		<b>203,481</b>	

# RD RETAIL SERVICES LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS FOR THE PERIOD ENDED 5 OCTOBER 2003

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

#### 1.2 Turnover

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

#### 1.3 Tangible fixed assets and depreciation

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

Plant and machinery	33.33% Straight Line
Fixtures, fittings & equipment	33.33% Straight Line
Motor vehicles	33.33% Straight Line

#### 1.4 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

#### 1.5 Stock and work in progress

Work in progress is valued at the lower of cost and net realisable value.

#### 1.6 Deferred taxation

Deferred taxation is provided at appropriate rates on all timing differences using the liability method only to the extent that, in the opinion of the directors, there is a reasonable probability that a liability or asset will crystallise in the foreseeable future.

2 Operating profit	2003	2002
	£	£
Operating profit is stated after charging:		
Depreciation of tangible assets	39,037	32,708
Operating lease rentals	2,053	-
Auditors' remuneration	2,500	2,500
and after crediting:		
Profit on disposal of tangible assets	(3,650)	(268)

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# RD RETAIL SERVICES LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

3	Taxation	2003	2002
		£	£
	Domestic current year tax		
	U.K. corporation tax	114,554	85,799
	<b>Current tax charge</b>	<b>114,554</b>	<b>85,799</b>
	<b>Factors affecting the tax charge for the period</b>		
	Profit on ordinary activities before taxation	368,870	288,024
	Profit on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 30.00% (2002: 30.00%)	110,661	86,407
	Effects of:		
	Non deductible expenses	198	22
	Depreciation add back	11,711	9,812
	Capital allowances	(6,921)	(10,362)
	Chargeable disposals	(1,095)	(80)
		3,893	(608)
	<b>Current tax charge</b>	<b>114,554</b>	<b>85,799</b>
4	Dividends	2003	2002
		£	£
	Ordinary interim paid	9,000	100,000
	Ordinary interim paid	12,000	-
		21,000	100,000

Ordinary dividends of £141,000 were waived by D L Mason and P E Jenkinson.

# RD RETAIL SERVICES LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

### 5 Tangible fixed assets

	Plant and machinery	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 24 September 2002	1,445	35,903	79,476	116,824
Additions	4,240	3,650	12,364	20,254
Disposals	-	-	(24,606)	(24,606)
	<u>5,685</u>	<u>39,553</u>	<u>67,234</u>	<u>112,472</u>
At 5 October 2003	5,685	39,553	67,234	112,472
<b>Depreciation</b>				
At 24 September 2002	683	7,033	25,386	33,102
On disposals	-	-	(15,506)	(15,506)
Charge for the period	667	13,184	25,186	39,037
	<u>1,350</u>	<u>20,217</u>	<u>35,066</u>	<u>56,633</u>
At 5 October 2003	1,350	20,217	35,066	56,633
<b>Net book value</b>				
At 5 October 2003	<u>4,335</u>	<u>19,336</u>	<u>32,168</u>	<u>55,839</u>
At 23 September 2002	<u>762</u>	<u>28,870</u>	<u>54,090</u>	<u>83,722</u>

### 6 Work in progress

	2003 £	2002 £
Work in progress	<u>4,180</u>	<u>3,617</u>

### 7 Debtors

	2003 £	2002 £
Trade debtors	810,024	857,791
Other debtors	3,267	7,487
Prepayments and accrued income	46,475	17,556
	<u>859,766</u>	<u>882,834</u>

# RD RETAIL SERVICES LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

8	Creditors: amounts falling due within one year	2003 £	2002 £
	Trade creditors	82,658	310,352
	Amounts owed to participating interests	-	312,500
	Corporation tax	114,554	85,799
	Other taxes and social security costs	261,289	214,163
	Other creditors	45,124	40,847
	Accruals and deferred income	60,918	55,839
		<u>564,543</u>	<u>1,019,500</u>

9	Share capital	2003 £	2002 £
	<b>Authorised</b>		
	100 Ordinary shares of £1 each	100	100
	100 Ordinary 'B' shares of £1 each	100	-
		<u>200</u>	<u>100</u>
	<b>Allotted, called up and fully paid</b>		
	100 Ordinary shares of £1 each	100	100
	6 Ordinary 'B' shares of £1 each	6	-
		<u>106</u>	<u>100</u>

6 £1 ordinary 'B' shares were issued on 8th September 2003 for a consideration of £6.

The ordinary 'B' shares only have rights to dividends. The ordinary shareholders only, have the right to vote at company meetings.

# RD RETAIL SERVICES LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

### 10 Statement of movements on reserves

	Share premium account £	Profit and loss account £
Balance at 24 September 2002 -	19,994	134,060
Retained profit for the period	-	233,316
	<hr/>	<hr/>
Balance at 5 October 2003	19,994	367,376
	<hr/>	<hr/>

### 11 Reconciliation of movements in shareholders' funds

	2003 £	2002 £
Profit for the financial period	254,316	202,225
Dividends	(21,000)	(100,000)
	<hr/>	<hr/>
	233,316	102,225
Proceeds from issue of shares	6	19,994
	<hr/>	<hr/>
Net addition to shareholders' funds	233,322	122,219
Opening shareholders' funds	154,154	31,935
	<hr/>	<hr/>
Closing shareholders' funds	387,476	154,154
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### 12 Contingent liabilities

There is a cross guarantee and debenture in favour of Barclays Bank PLC, dated 6th March 2003, between RD Recruitment (Rugby) Limited, Piper Recruitment Limited, Rugby Design Group Limited, RD Retail Services Limited, RD Piper Recruitment Limited and Rugby Design (Recruitment) Limited.

### 13 Financial commitments

At 5 October 2003 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings 2003 £	2002 £
Expiry date:		
Between two and five years	55,000	55,000
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# RD RETAIL SERVICES LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 5 OCTOBER 2003

### 14 Employees

#### Number of employees

The average monthly number of employees (including directors) during the period was:

	2003 Number	2002 Number
Merchandising staff	141	134
Administrative staff	17	15
	<u>158</u>	<u>149</u>

#### Employment costs

	£	£
Wages and salaries	384,385	380,604
Social security costs	44,632	40,281
	<u>429,017</u>	<u>420,885</u>

### 15 Ultimate parent company

There is not considered to be an ultimate controlling party.