

**COMPANY REGISTRATION NUMBER 4152654**

**PHASE OFFICE SUPPLIES LIMITED**

**FINANCIAL STATEMENTS**

**FOR**

**30 JUNE 2010**

FRIDAY



\*A973EUOP\*

A05

03/06/2011

292

COMPANIES HOUSE

# **PHASE OFFICE SUPPLIES LIMITED**

## **FINANCIAL STATEMENTS**

**PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010**

---

<b>CONTENTS</b>	<b>PAGES</b>
Officers and professional advisers	<b>1</b>
The directors' report	<b>2</b>
Independent auditor's report to the shareholders	<b>3</b>
Profit and loss account	<b>4</b>
Balance sheet	<b>5</b>
Notes to the financial statements	<b>6 to 9</b>
<b>The following pages do not form part of the financial statements</b>	
Detailed profit and loss account	<b>11</b>
Notes to the detailed profit and loss account	<b>12</b>

---

# **PHASE OFFICE SUPPLIES LIMITED**

## **OFFICERS AND PROFESSIONAL ADVISERS**

---

### **THE BOARD OF DIRECTORS**

P Harte  
A V Sames  
P N Farrow (Retired 29 October 2010)

### **COMPANY SECRETARY**

P Maynard

### **REGISTERED OFFICE**

Heathrow Business Centre  
65 High Street  
Egham  
Surrey  
TW20 9EY

### **AUDITOR**

Menzies LLP  
Chartered Accountants  
Heathrow Business Centre  
65 High Street  
Egham  
Surrey TW20 9EY

### **BANKERS**

HSBC Bank Plc  
3 Church Street  
Weybridge  
Surrey  
KT13 8DF

# PHASE OFFICE SUPPLIES LIMITED

## THE DIRECTORS' REPORT

PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010

---

The directors present their report and the financial statements of the company for the period from 1 January 2009 to 30 June 2010

### COMPANY REGISTERED NUMBER

The company registered number is 4152654

### PRINCIPAL ACTIVITIES

The principal activity of the company is that of supply of office consumables to the commercial market.

Following the year end, the company was acquired by OfficeTeam Ltd and the trade and majority of assets were hived up to its new parent company at carrying value on 1 January 2011

### DIRECTORS

The directors who served the company during the period were as follows

P Harte  
A V Sames  
P N Farrow

M Ewart-Smith was appointed as a director on 29 October 2010  
J Whiteway was appointed as a director on 29 October 2010  
P N Farrow retired as a director on 29 October 2010

### 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 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 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.

In so far as the directors are aware

- there is no relevant audit information of which the company's auditor is unaware, and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

### AUDITOR

Menzies LLP are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

### SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office  
Heathrow Business Centre  
65 High Street  
Egham  
Surrey  
TW20 9EY

Signed by order of the directors



P Maynard  
Company Secretary

Approved by the directors on 16/11

# PHASE OFFICE SUPPLIES LIMITED

## INDEPENDENT AUDITOR'S REPORT TO THE SHAREHOLDERS OF PHASE OFFICE SUPPLIES LIMITED

PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010

---

We have audited the financial statements of Phase Office Supplies Limited for the period from 1 January 2009 to 30 June 2010 on pages 4 to 9. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's shareholders, 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 shareholders 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 shareholders as a body, for our audit work, for this report, or for the opinions we have formed.

### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR

As explained more fully in the Directors' Responsibilities Statement set out on page 2, 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 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

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/UKNP](http://www.frc.org.uk/apb/scope/UKNP).

### OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 30 June 2010 and of its loss for the period then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

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

### 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, or
- the directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime.

Heathrow Business Centre  
65 High Street  
Egham  
Surrey TW20 9EY

16/11



JULIE ADAMS FCA (Senior  
Statutory Auditor)  
For and on behalf of  
MENZIES LLP  
Chartered Accountants  
& Statutory Auditor

# PHASE OFFICE SUPPLIES LIMITED

## PROFIT AND LOSS ACCOUNT

PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010

	Note	Period from 1 Jan 09 to 30 Jun 10 £	Year to 31 Dec 08 £
<b>TURNOVER</b>		12,045,053	8,629,746
Cost of sales		10,907,941	7,634,537
<b>GROSS PROFIT</b>		1,137,112	995,209
Administrative expenses		1,671,728	1,260,194
Other operating income	2	(172)	(195)
<b>OPERATING LOSS</b>	3	(534,444)	(264,790)
Interest receivable		1,450	46,314
<b>LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		(532,994)	(218,476)
Tax on loss on ordinary activities		1,136	(37,580)
<b>LOSS FOR THE FINANCIAL PERIOD</b>		(534,130)	(180,896)

The notes on pages 6 to 9 form part of these financial statements

# PHASE OFFICE SUPPLIES LIMITED


## BALANCE SHEET

30 JUNE 2010

	Note	30 Jun 10 £	£	31 Dec 08 £	£
<b>FIXED ASSETS</b>					
Tangible assets	5		2,181		3,513
<b>CURRENT ASSETS</b>					
Stocks		4,870		—	
Debtors	6	1,158,269		1,719,406	
Cash at bank and in hand		681,972		688,031	
		<u>1,845,111</u>		<u>2,407,437</u>	
<b>CREDITORS: Amounts falling due within one year</b>	7	<u>2,426,720</u>		<u>2,456,248</u>	
<b>NET CURRENT LIABILITIES</b>			(581,609)		(48,811)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>(579,428)</u>		<u>(45,298)</u>
<b>CAPITAL AND RESERVES</b>					
Called-up equity share capital	10		100		100
Profit and loss account	11		(579,528)		(45,398)
<b>DEFICIT</b>			<u>(579,428)</u>		<u>(45,298)</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the directors and authorised for issue on 1/5/11, and are signed on their behalf by

  
A V Sames  
Company Registration Number 4152654

The notes on pages 6 to 9 form part of these financial statements.

# PHASE OFFICE SUPPLIES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010

---

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### Going concern

At 30 June 2010 the company recognised a current and cumulative Balance Sheet deficit.

Following the year end however, the company was acquired and while the trade and majority of assets were hived up at carrying value in January 2011, the directors are satisfied that sufficient resources remain available in order to settle all other existing commitments

For this reason, and having concluded that no material difference would arise were the accounts to be prepared on a break-up basis, the financial statements continue to be prepared in accordance with the going concern principle

#### Turnover

The turnover shown in the profit and loss account represents amounts receivable for goods and services provided during the period in the normal course of business, net of trade discounts, VAT and other sales and related taxes, to customers in the UK and Ireland

#### Fixed assets

All fixed assets are initially recorded at cost

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Furniture and equipment	- 15% straight line
Computer equipment	- 33% straight line

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

#### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease

#### Deferred taxation

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more tax, with the following exceptions

Provision is made for tax on gains arising from the revaluation (and similar fair value adjustments) of fixed assets, and gains on disposal of fixed assets that have been rolled over into replacement assets, only to the extent that, at the balance sheet date, there is a binding agreement to dispose of the assets concerned. However, no provision is made where, on the basis of all available evidence at the balance sheet date, it is more likely than not that the taxable gain will be rolled over into replacement assets and charged to tax only where the replacement assets are sold

Deferred tax assets are recognised only to the extent that the directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted

Deferred tax is measured on an undiscounted basis at the tax rates that are expected to apply in the periods in which timing differences reverse, based on tax rates and laws enacted or substantively enacted at the balance sheet date



# PHASE OFFICE SUPPLIES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010

---

### 1. ACCOUNTING POLICIES *(continued)*

#### Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

#### Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either 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.

### 2. OTHER OPERATING INCOME

	Period from 1 Jan 09 to 30 Jun 10 £	Year to 31 Dec 08 £
Other operating income	172	195

### 3. OPERATING LOSS

Operating loss is stated after charging/(crediting)

	Period from 1 Jan 09 to 30 Jun 10 £	Year to 31 Dec 08 £
Depreciation of owned fixed assets	2,856	3,824
Auditor's fees	10,250	5,250
Net profit on foreign currency translation	-	(622)

### 4. DIRECTORS' REMUNERATION

The directors' aggregate remuneration in respect of qualifying services were

	Period from 1 Jan 09 to 30 Jun 10 £	Year to 31 Dec 08 £
Aggregate remuneration	475,912	379,021

# PHASE OFFICE SUPPLIES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010

### 5. TANGIBLE FIXED ASSETS

	Furniture and equipment £	Computer equipment £	Total £
<b>COST</b>			
At 1 January 2009	3,436	19,789	23,225
Additions	–	1,524	1,524
<b>At 30 June 2010</b>	<b>3,436</b>	<b>21,313</b>	<b>24,749</b>
<b>DEPRECIATION</b>			
At 1 January 2009	3,289	16,423	19,712
Charge for the period	46	2,810	2,856
<b>At 30 June 2010</b>	<b>3,335</b>	<b>19,233</b>	<b>22,568</b>
<b>NET BOOK VALUE</b>			
<b>At 30 June 2010</b>	<b>101</b>	<b>2,080</b>	<b>2,181</b>
At 31 December 2008	147	3,366	3,513

### 6. DEBTORS

	30 Jun 10 £	31 Dec 08 £
Trade debtors	1,104,194	1,524,592
Corporation tax repayable	–	28,810
Other debtors	54,075	166,004
	<b>1,158,269</b>	<b>1,719,406</b>

### 7. CREDITORS: Amounts falling due within one year

	30 Jun 10 £	31 Dec 08 £
Trade creditors	2,118,655	2,204,932
Other taxation and social security	61,693	42,177
Other creditors	246,372	209,139
	<b>2,426,720</b>	<b>2,456,248</b>

### 8. COMMITMENTS UNDER OPERATING LEASES

At 30 June 2010 the company had aggregate annual commitments under non-cancellable operating leases as set out below

	30 Jun 10 £	31 Dec 08 £
Operating leases which expire		
Within 1 year	741	–
Within 2 to 5 years	29,392	31,752
	<b>30,133</b>	<b>31,752</b>

### 9. RELATED PARTY TRANSACTIONS

At 30 June 2010 and included within other creditors, P Farrow, who served as a director during the year, was owed £12,950 (2008 £1,154) by the company, P Harte, who served as a director during the year, was owed £74,467 by the company (2008 owed the company £6,742) and A Sames, who served as a director during the year, was owed £5,076 by the company (2008 owed the company £1,015)

# PHASE OFFICE SUPPLIES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 JANUARY 2009 TO 30 JUNE 2010

### 10. SHARE CAPITAL

#### Authorised share capital:

	30 Jun 10 £	31 Dec 08 £
10,000 Ordinary shares of £1 each	<u>10,000</u>	<u>10,000</u>

#### Allotted, called up and fully paid:

	30 Jun 10		31 Dec 08	
	No	£	No	£
100 Ordinary shares of £1 each	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>

### 11. PROFIT AND LOSS ACCOUNT

	Period from 1 Jan 09 to 30 Jun 10 £	Year to 31 Dec 08 £
Balance brought forward	(45,398)	135,498
Loss for the financial period	<u>(534,130)</u>	<u>(180,896)</u>
Balance carried forward	<u>(579,528)</u>	<u>(45,398)</u>

### 12. POST BALANCE SHEET EVENTS

On 29 October 2010, OfficeTeam Limited acquired 100% of the issued share capital of Phase Office Supplies Limited. Since 1 January 2011 the trade and a significant proportion of the company's assets and liabilities have been hived up to the parent company.

### 13. ULTIMATE CONTROLLING ENTITY

Having acquired 100% of the issued share capital on 29 October 2010, the directors consider the ultimate controlling company at the date of approving the financial statements to be OfficeTeam Limited.