

Company Registration No. 4155574

Teleworkforce Limited

Report and Financial Statements

31 March 2004



**Teleworkforce Limited**

**REPORT AND FINANCIAL STATEMENTS 2004**

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**Teleworkforce Limited**

**REPORT AND FINANCIAL STATEMENTS 2004**

**OFFICERS AND PROFESSIONAL ADVISERS**

**DIRECTORS**

I F Lenagan  
M D Wailing  
G R Haworth – resigned 12<sup>th</sup> August 2003.

**SECRETARY**

M D Wailing

**REGISTERED OFFICE**

Precedent Drive  
Rooksley  
Milton Keynes  
MK13 8PP

## **Teleworkforce Limited**

### **DIRECTORS' REPORT**

The directors present their annual report and the audited financial statements for the year ended 31 March 2004.

#### **REVIEW OF THE BUSINESS**

The company has not traded or made profits or losses during the year. A profit and loss account is accordingly not submitted.

#### **DIRECTORS**

The following directors have held office for the year from 1 April 2003.

I F Lenagan

M D Wailing

G R Haworth - resigned 12<sup>th</sup> August 2003

#### **DIRECTORS' INTERESTS**

None of the directors holding office at 31 March 2004 held any interest in the shares of the company. There interests of the directors in the shares of the ultimate parent company, Workplace Systems International plc, are shown in that company's financial statements.

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

5<sup>th</sup> JANUARY 2005

A handwritten signature in black ink, appearing to read 'M D Wailing', written in a cursive style.

Secretary

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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

# Teleworkforce Limited

## BALANCE SHEET 31 March 2004

	Note	2004 £	2003 £
<b>CURRENT ASSETS</b>			
Debtors	2	2	2
<b>NET CURRENT ASSETS</b>		2	2
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2	2
<b>CAPITAL AND RESERVES</b>			
Called up share capital	3	2	2
<b>Equity shareholders</b>		2	2

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for smaller Entities (effective March 2000).

The directors have confirmed that no notice has been deposited under Section 249b(2) of the Companies Act.

For the year ended 31 March 2004 the company was entitled to exemption under section 249a(1) of the Companies Act 1985. The directors acknowledge their responsibility for: i) Ensuring the company keeps accounting records which comply with section 221; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

These financial statements were approved by the Board of Directors on

Signed on behalf of the Board of Directors: 5 January 2005

Director



## Teleworkforce Limited

### NOTES TO THE ACCOUNTS Year ended 31 March 2004

#### 1. ACCOUNTING POLICIES

The financial statements are prepared in accordance with applicable accounting standards in the United Kingdom and under the historical cost convention. The financial statements present information about the company as an individual undertaking.

#### 2. DEBTORS

	2004 £	2003 £
Amounts due by parent company	2	2

#### 3. SHARE CAPITAL

	31 March 2004		31 March 2003	
	Number	£	Number	£
Authorised				
Ordinary shares of £1 each	1,000	1,000	1,000	1,000
Allotted, issued and fully paid				
Ordinary shares of £1 each	2	2	2	2

#### 4. PARENT UNDERTAKING

The parent company is Workplace Systems International plc.

The financial statements for Workplace Systems International plc can be obtained from Workplace Systems International plc, Precedent Drive, Rooksley, Milton Keynes, MK13 8PP.

#### 5. RELATED PARTY TRANSACTIONS

Advantage has been taken of the exemption conferred by FRS 8 to subsidiary undertakings, 90% or more of whose voting rights are controlled within the group, not to disclose transactions with other group entities.