

**ANNUAL REPORT** 

FOR THE YEAR ENDED 31 MARCH 2005

A48 \*A7XMY9NU% 76
COMPANIES HOUSE 19/10/2005

### **DIRECTORS AND ADVISERS**

**Business address** 

**Directors** M Fitzer

G F Spragg

**Secretary** D E Gregory

Company number 04309805

Registered office Kings Parade, Lower Coombe Street

Croydon Surrey CR0 1AA

Registered auditors Taylor Viney & Marlow

46-54 High Street Ingatestone Essex

CM4 9DW

232 Bishopsgate London EC2M 3RA

## **CONTENTS**

	Page
Directors' report	1 - 2
Independent auditors' report	3 - 4
Consolidated profit and loss account	5
Balance sheets	6-7
Consolidated cash flow statement	8
Notes to the consolidated cash flow statement	9
Notes to the financial statements	10 - 20

### DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2005

The directors present their report and financial statements for the year ended 31 March 2005.

#### **Directors**

The following directors have held office since 1 April 2004:

M Fitzer

G F Spragg

#### Principal activities and review of the business

The principal activity of the company continued to be that of the provision of filing storage solutions.

The results for the year and the financial position at the year end were considered satisfactory by the directors who expect continued growth in the foreseeable future.

#### Results and dividends

The consolidated profit and loss account for the year is set out on page 5.

An interim ordinary dividend was paid amounting to £50,000. The directors do not recommend payment of a final dividend.

#### **Future developments**

The directors have no plans to diversify from the company's core activities.

#### **Directors' interests**

The directors' interests in the shares of the company and other group companies were as stated below:

Filing Plus Group Plc

· ·	Ordinary sh	ares of £ 1 each
	31 March 2005	1 April 2004
M Fitzer	25,000	25,000
G F Spragg	25,000	25,000
Filing Plus Limited		
	Ordinary sh	ares of £ 1 each
	31 March 2005	1 April 2004
M Fitzer	25,000	25,000
G F Spragg	25,000	25,000
	2005	2004
	£	£
During the year the group made the following payments:		
Charitable donations	445	75
	<del></del>	

# DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

#### Creditor payment policy

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

On average, trade creditors at the year end represented 135 (2004-160) days' purchases.

#### **Auditors**

Taylor Viney & Marlow were appointed auditors to the company and in accordance with section 385 of the Companies Act 1985, a resolution proposing that they be re-appointed will be put to the Annual General Meeting.

#### 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 group and of the profit or loss of the group 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 group 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 the group 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board

Director

13 October 2005

# INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF FILING PLUS GROUP PLC

We have audited the financial statements of Filing Plus Group Plc on pages 5 to 20 for the year ended 31 March 2005. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

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

As described in the statement of directors' responsibilities on page 2 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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

We report to you our opinion as to whether the financial statements 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 financial statements, 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's and the group'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 financial statements 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 financial statements.

# INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE SHAREHOLDERS OF FILING PLUS GROUP PLC

of Viny

#### Opinion

In our opinion the financial statements give a true and fair view of the state of the company's and the group's affairs as at 31 March 2005 and of the group's profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

**Taylor Viney & Marlow** 

13 October 2005

Chartered Accountants
Registered Auditor

46-54 High Street Ingatestone Essex CM4 9DW

# CONSOLIDATED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2005

		2005	2004
	Notes	£	2004 £
Turnover	2	2,235,056	2,068,000
Cost of sales		(296,956)	(312,294)
Gross profit		1,938,100	1,755,706
Administrative expenses		(1,637,881)	(1,542,850)
Operating profit	3	300,219	212,856
Loan to associate company written off		(60,870)	<u> </u>
Profit on ordinary activities before interest		239,349	212,856
Other interest receivable and similar income Interest payable and similar charges	4	829 (4,554)	- (3,976)
Profit on ordinary activities before taxation		235,624	208,880
Tax on profit on ordinary activities	5	(58,797)	(53,328)
Profit on ordinary activities after taxation		176,827	155,552
Dividends	7	(50,000)	(31,000)
Retained profit for the year	18	126,827	124,552

The profit and loss account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the profit and loss account.

# BALANCE SHEETS AS AT 31 MARCH 2005

		Group	)	Compar	ıy
		2005	2004	2005	2004
	Notes	£	£	£	£
Fixed assets					
Intangible assets	8	(17,652)	(18,690)	-	-
Tangible assets	9	247,573	231,656	-	-
Investments	10		-	40,000	40,000
		229,921	212,966	40,000	40,000
Current assets					
Stocks	11	5,267	-	-	-
Debtors	12	464,435	339,524	9,000	105,870
Cash at bank and in hand		-	10,454	-	-
		469,702	349,978	9,000	105,870
Creditors: amounts falling due within					
one year	13	(482,635)	(449,021)	<del>-</del>	(36,000)
Net current liabilities		(12,933)	(99,043)	9,000	69,870
Total assets less current liabilities		216,988	113,923	49,000	109,870
Creditors: amounts falling due after					
more than one year	14	(1,551)	(21,931)	-	-
Provisions for liabilities and charges	15	(35,118)	(38,500)	-	-
		180,319	53,492	49,000	109,870
Capital and reserves					
Called up share capital	17	53,023	53,023	53,023	53,023
Share premium account	18	36,977	36,977	36,977	36,977
Profit and loss account	18	90,319	(36,508)	(41,000)	19,870
Shareholders' funds - equity interests	19	180,319	53,492	49,000	109,870

# BALANCE SHEETS (CONTINUED) AS AT 31 MARCH 2005

The inancial statements were approved by the board on 13 October 2005

William Director

# CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2005

	2005		200	4
	£	£	£	3
Net cash inflow from operating activities		165,775		184,099
Returns on investments and servicing of finance				
Interest received	829		-	
Interest paid	(4,554)		(3,976)	
Net cash outflow for returns on investments and servicing of finance		(3,725)		(3,976)
Taxation		(45,527)		<b></b>
Capital expenditure Payments to acquire tangible assets	(81,947)		(11,942)	
Net cash outflow for capital expenditure		(81,947)		(11,942)
Equity dividends paid		(50,000)		(31,000)
Net cash (outflow)/inflow before management of liquid resources and financing		(15,424)		137,181
Financing Capital element of hire purchase contracts	(20,180)		(71,337)	
Net cash outflow from financing		(20,180)		(71,337)
Decrease in cash in the year		(35,604)		65,844

# NOTES TO THE CONSOLIDATED CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2005

1	Reconciliation of operating profit to net cast activities	n inflow from op	erating	2005	2004
				£	£
	Operating profit			300,219	212,856
	Depreciation of tangible assets			65,981	53,688
	Amortisation of intangible assets			(1,038)	(1,038)
	Loss on disposal of tangible assets			49	-
	(Increase)/decrease in stocks			(5,267)	-
	Increase in debtors			(124,911)	(116,154)
	(Decrease)/Increase in creditors within one year	r		(8,388)	34,747
	Loan to associate company written off			(60,870)	-
	Net cash inflow from operating activities			165,775	184,099
2	Analysis of net debt	1 April 2004	Cash flow	Other non- 3 cash changes	1 March 2005
	Mitaraka	£	£	£	£
	Net cash:				
	Cash at bank and in hand	10,454	(10,454)	-	-
	Bank overdrafts	(6,403)	(25,150)		(31,553)
		4,051	(35,604)	•	(31,553)
	Finance leases	(41,018)	20,180	-	(20,838)
	Net debt	(36,967)	(15,424)	-	(52,391)
	The second secon	the wet debt		9995	0004
3	Reconciliation of net cash flow to movemen	t in net debt		2005 £	2004 £
	(Decrease)/increase in cash in the year			(35,604)	65,844
	Cash outflow/(inflow) from decrease/(increase)	in debt		20,180	(14,129)
	Movement in net debt in the year			(15,424)	51,715
				(36,967)	(88,682)
	Opening net debt			(50,507)	

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

#### Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

#### 1.2 Basis of consolidation

The consolidated profit and loss account and balance sheet include the financial statements of the companyand its subsidiary undertakings made up to 31 March 2005. The results of subsidiaries sold or acquired are included in the profit and loss account up to, or from the date control passes. Intra-group sales and profits are eliminated fully on consolidation.

#### 1.3 Turnover

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

#### 1.4 Goodwill

Acquired goodwill is written off in equal annual instalments over its estimated useful economic life.

#### 1.5 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 15% Straight Line Fixtures, fittings & equipment 15% Straight Line Motor vehicles 25% Straight Line

#### 1.6 Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

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

#### 1.7 Investments

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

#### 1.8 Stock

Stock is valued at the lower of cost and net realisable value.

#### 1.9 Pensions

The company operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the profit and loss account in the year they are payable.

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

### 1 Accounting policies

(continued)

#### 1.10 Deferred taxation

Deferred taxation is provided in full in respect of taxation deferred by timing differences between the treatment of certain items for taxation and accounting purposes. The deferred tax balance had not been discounted.

### 1.11 Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to profit and loss account.

#### 2 Turnover

The total turnover of the group for the year has been derived from its principal activity wholly undertaken in the United Kingdom.

3	Operating profit	2005	2004
		£	£
	Operating profit is stated after charging:		
	Depreciation of intangible assets	(1,038)	(1,038)
	Depreciation of tangible assets	65,981	53,688
	Loss on disposal of tangible assets	49	-
	Operating lease rentals	74,436	72,282
	Auditors' remuneration (company £-; 2004: £-)	7,500	3,050
	Remuneration of auditors for non-audit work	-	6,668
			***
4	Interest payable	2005	2004
		£	£
	On bank loans and overdrafts	613	170
	Hire purchase interest	3,941	3,806
		4,554	3,976

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

5	Taxation	r	•
	Domestic current year tax	3	£
	U.K. corporation tax	62,179	45,527
	Current tax charge	62,179	45,527
	Deferred tax		
	Deferred tax charge/credit current year	(3,382)	7,801
		58,797	53,328
	Factors affecting the tax charge for the year		
	Profit on ordinary activities before taxation	235,624	208,880
	Profit on ordinary activities before taxation multiplied by standard rate of UK		
	corporation tax of 19.00% (2004: 19.00%)	44,769	39,687
	Effects of:	4 4 407	
	Non deductible expenses	14,487	4,236
	Depreciation add back Capital allowances	9,913 (9,164)	10,004 (19,537)
	Other tax adjustments	2,174	11,137
		17,410	5,840
	Current tax charge	62,179	45,527
6	Loss for the financial year		
	As permitted by section 230 of the Companies Act 1985, the holding company	a profit and loss	account has
	not been included in these financial statements. The loss for the financial year is		
		2005 £	2004 £
	Holding company's loss for the financial year	(10,870)	-
7	Dividends	2005 £	2004 £
		L	ž.
	Ordinary interim paid	50,000	31,000

8

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

Intangible fixed assets	
Group	
	Goodwill
	£
Cost	
At 1 April 2004 & at 31 March 2005	75,028
	<del></del>
Amortisation	
At 1 April 2004	93,718
Charge for the year	(1,038)
At 31 March 2005	92,680
Net book value	
	(17.050)
At 31 March 2005	(17,652)
At 31 March 2004	(18,690)

The net book value of goodwill consists entirely of the negative goodwill in relation to the acquisition of Filing Plus Ltd.

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

Tang Gro	gible fixed assets				
		Plant and machinery	Fixtures, fittings & equipment	Motor vehicles	Total
		£	£	£	£
Cos	t	_	_	-	_
At 1	April 2004	288,284	69,634	3,500	361,418
Addi	tions	71,436	10,511	-	81,947
Disp	osals	-		(3,500)	(3,500)
At 3	1 March 2005	359,720	80,145	-	439,865
Dep	reciation				
-	April 2004	96,552	29,759	3,451	129,762
	lisposals	•	-	(3,451)	(3,451)
Cha	rge for the year	53,958	12,023	<u>-</u>	65,981
At 3	1 March 2005	150,510	41,782		192,292
	book value				
At 3	1 March 2005	209,210	38,363	-	247,573
At 3	1 March 2004	191,732	39,875	49	231,656
Inclu	uded above are assets held under fir	nance leases or hire purcha	ase contracts as	s follows:	
		Plant and machinery	Fixtures, fittings & equipment	Motor vehicles	Total
		£	3 equipment	£	£
Net	book values	L.	<u>.</u>	<b>*-</b>	~
	1 March 2005	59,826	_	_	59,826
	1 March 2004	72,646	<u>-</u>	-	72,646
_		<del></del>			
	reciation charge for the year	40.000			40.000
	March 2005	12,820	-	~	12,820
31 IV	March 2004	12,820	<u>-</u>		12,820

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

10	Fixed asset investments Company	
		Shares in group
		undertakings
		£
	Cost	
	At 1 April 2004 & at 31 March 2005	50,000
	Provisions for diminution in value	
	At 1 April 2004 & at 31 March 2005	10,000

In the opinion of the directors, the aggregate value of the company's investment in subsidiary undertakings is not less than the amount included in the balance sheet.

40,000

40,000

### Holdings of more than 20%

Net book value At 31 March 2005

At 31 March 2004

The company holds more than 20% of the share capital of the following companies:

Company	Country of registration or incorporation	Shares held	
	•	Class	%
Subsidiary undertakings			
Office Move Plus Ltd	England and Wales	Ordinary	99
Filing Plus Ltd	England and Wales	Ordinary	100

The principal activity of these undertakings for the last relevant financial year was as follows:

	Principal activity
Office Move Plus Ltd	Dormant
Filing Plus Ltd	Provision of filing storage solutions

Office Move Plus Ltd has not been consolidated as the company is dormant and has never traded.

		_	
4	1	Stocks	
		JURKS	

	Group		Company		
	2005 200	2005	2005 2004	2005	2004
	£	£	£	£	
Finished goods and goods for resale	5,267	-	-		

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

12	Debtors				
		Group	1	Compar	ıy
		2005	2004	2005	2004
		£	£	£	£
	Trade debtors	311,918	217,957	-	_
	Amounts owed by group undertakings	-	-	9,000	45,000
	Other debtors	69,102	64,870	-	60,870
	Prepayments and accrued income	83,415	56,697	-	· •
		464,435	339,524	9,000	105,870

### 13 Creditors: amounts falling due within one year

,	Group	)	Company	•
	2005	2004	2005	2004
	£	£	£	£
Bank loans and overdrafts	31,553	6,403	-	-
Net obligations under finance lease and hire				
purchase contracts	19,287	19,087	-	-
Trade creditors	109,973	136,777	-	-
Corporation tax	62,179	45,527	-	-
Taxes and social security costs	52,767	45,925	-	-
Directors current accounts	-	45,654	_	34,232
Other creditors	122,630	118,482	-	1,768
Accruals and deferred income	84,246	31,166	-	-
	400.005	440.004		
	482,635 	449,021	-	36,000

The bank overdraft is secured by debenture dated 10 April 2001.

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

14	Creditors : amounts falling due after more than o	one year			
	_	Group		Company	
		2005	2004	2005	2004
		£	£	£	£
	Net obligations under finance leases and hire				
	purchase agreements	1,551	21,931	<u>-</u>	
	Net obligations under finance leases and hire purchase contracts				
	Repayable within one year	19,287	19,087	-	-
	Repayable between one and five years	1,551	21,931	-	<u>-</u>
		20,838	41,018	•	-
	Included in liabilities falling due within one year	(19,287)	(19,087)	_	
	•	1,551	21,931	-	
15	Provisions for liabilities and charges Group				Deferred taxation £
	Balance at 1 April 2004 Profit and loss account				38,500 (3,382)
	Balance at 31 March 2005				35,118
	The deferred tax liability is made up as follows:				
		Group 2005 £	2004 £	Company 2005 £	2004 £
	Accelerated capital allowances	35,118	38,500	-	

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

16	Pension costs		
	Defined contribution		
		2005 £	2004 £
	Contributions payable by the group for the year	48,000	4,950
17	Share capital	2005 £	2004
	Authorised 100,000 Ordinary shares of each	100,000	100,000
	Aliotted, called up and fully paid 53,023 Ordinary shares of each	53,023	53,023
18	Statement of movements on reserves Group		
	•	Share premium account £	Profit and loss account
	Balance at 1 April 2004 Retained profit for the year	36,977 -	(36,508) 126,827
	Balance at 31 March 2005	36,977	90,319
	Company	<b>-</b>	
		Share premium account £	Profit and loss account
		36,977	19,870
	Balance at 1 April 2004 Retained loss for the year	-	(60,870)

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

19	Reconciliation of movements in shareholders' funds Group	2005 £	2004 £
	Profit for the financial year	176,827	155,552
	Dividends	(50,000)	(31,000)
	Net addition to shareholders' funds	126,827	124,552
	Opening shareholders' funds	53,492	(71,060)
	Closing shareholders' funds	180,319	53,492
		2005	2004
	Company	£	£
	Loss for the financial year	(10,870)	-
	Dividends	(50,000)	(31,000)
	Net depletion in shareholders' funds	(60,870)	(31,000)
	Opening shareholders' funds	109,870	140,870
	Closing shareholders' funds	49,000	109,870

#### 20 Financial commitments

At 31 March 2005 the group had annual commitments under non-cancellable operating leases as follows:

		Land and buildings		Other	
		2005	2004	2005	2004
		3	£	£	£
	Expiry date:				
	Within one year	-	-	19,809	-
	Between two and five years	51,610	56,984	<u>-</u>	12,879
		51,610	56,984	19,809	12,879
21	Directors' emoluments			2005	2004
				£	£
	Emoluments for qualifying services			30,347	18,347
	Company pension contributions to money pu	rchase schemes		48,000	4,950

The number of directors for whom retirement benefits are accruing under money purchase pension schemes amounted to 2 (2004- 2).

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2005

### 22 Employees

### Number of employees

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

year was.	2005 Number	2004 Number
Permanent	31	31
Temporary	54	59
	85	90
Employment costs	2005	2004
Wages and salaries	£ 1,071,132	£ 961,303
Social security costs	97,032	89,651
Other pension costs	48,000	4,950
	1,216,164	1,055,904