

Company Registration No. 04336170 (England and Wales)

**OPTIMA COMMUNITY AND LEISURE SERVICES CIC
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

TUESDAY



A91YDT03

A15

31/03/2020

#195

COMPANIES HOUSE

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

COMPANY INFORMATION

Directors
Mr Peter Margiotta
Mr Brian Moss
Mr John Baines
Mrs Shelagh Cosgrow
Mr Gwynne Mack

Secretary Mr Robert Chaston

Company number 04336170

Registered office 44-54 Orsett Road
Grays
Essex
RM17 5ED

Auditor Rowland Hall
44-54 Orsett Road
Grays
Essex
RM17 5ED

Business address Butts Lane
Stanford Le Hope
Essex
SS17 0NW

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

CONTENTS

	Page
Directors' report	1 - 2
Independent auditor's report	3 - 5
Profit and loss account	6
Balance sheet	7
Notes to the financial statements	8 - 12

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 AUGUST 2019

The directors present their annual report and financial statements for the year ended 31 August 2019.

Principal activities

The principal activity of the company continued to be that of vending machine operators and ancillary services for a school.

The company is also responsible for the management of sports facilities at Osborne Academy under a Service Level Agreement between Optima and Osborne Co-operative Academy Trust.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

Mr Peter Margiotta
Mr Brian Moss
Mr John Baines
Mrs Shelagh Cosgrow
Mr Gwynne Mack

Auditor

Rowland Hall were appointed auditor to the company and in accordance with section 485 of the Companies Act 2006, a resolution proposing that they be re-appointed will be put at a General Meeting.

Statement of directors' responsibilities

The directors are responsible for preparing the annual 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 then apply them consistently;
- make judgements and accounting 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.

Statement of disclosure to auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

By order of the board



Mr Robert Chaston
Secretary

Date: 12/03/2020

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBER OF OPTIMA COMMUNITY AND LEISURE SERVICES CIC

Opinion

We have audited the financial statements of Optima Community and Leisure Services CIC (the 'company') for the year ended 31 August 2019 which comprise the profit and loss account, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 August 2019 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's *Ethical Standard*, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBER OF OPTIMA COMMUNITY AND LEISURE SERVICES CIC

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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 in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.*

Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBER OF OPTIMA COMMUNITY AND LEISURE SERVICES CIC

Use of our report

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


Dean Matthew Flood (Senior Statutory Auditor)
for and on behalf of Rowland Hall

30/3/2020

Chartered Certified Accountants
Statutory Auditor

44-54 Orsett Road
Grays
Essex
RM17 5ED

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2019

	2019	2018
	£	£
Turnover	124,050	134,528
Cost of sales	(71,809)	(63,532)
	<hr/>	<hr/>
Gross profit	52,241	70,996
Administrative expenses	(41,409)	(56,824)
	<hr/>	<hr/>
Operating profit	10,832	14,172
Interest receivable and similar income	47	42
	<hr/>	<hr/>
Profit before taxation	10,879	14,214
Tax on profit	(3,316)	(5,376)
	<hr/>	<hr/>
Profit for the financial year	<u>7,563</u>	<u>8,838</u>

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

BALANCE SHEET

AS AT 31 AUGUST 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	3		9,544		19,409
Current assets					
Stocks		717		213	
Debtors	4	21,886		10,104	
Cash at bank and in hand		72,619		84,105	
		95,222		94,422	
Creditors: amounts falling due within one year	5	(31,927)		(48,555)	
Net current assets			63,295		45,867
Total assets less current liabilities			72,839		65,276
Capital and reserves					
Called up share capital	6		83,500		83,500
Profit and loss reserves			(10,661)		(18,224)
Total equity			72,839		65,276

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on 11.12.2019 and are signed on its behalf by:


.....
Mr Brian Moss
Director

Company Registration No. 04336170

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

Company information

Optima Community and Leisure Services CIC is a private company limited by shares incorporated in England and Wales. The registered office is 44-54 Orsett Road, Grays, Essex, RM17 5ED.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for goods and services provided in the normal course of business, and is shown net of VAT and other sales related taxes. The fair value of consideration takes into account trade discounts, settlement discounts and volume rebates.

When cash inflows are deferred and represent a financing arrangement, the fair value of the consideration is the present value of the future receipts. The difference between the fair value of the consideration and the nominal amount received is recognised as interest income.

1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer equipment	25% on cost
Motor vehicles	25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

1.4 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.5 Stocks

Stocks are stated at the lower of cost and estimated selling price.

1.6 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.8 Equity instruments

Equity instruments issued by the company are recorded at the proceeds received, net of transaction costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

1.9 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the profit and loss account, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 5 (2018 - 7).

3 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 September 2018	72,359
Disposals	(32,894)
At 31 August 2019	39,465
Depreciation and impairment	
At 1 September 2018	52,950
Depreciation charged in the year	9,865
Eliminated in respect of disposals	(32,894)
At 31 August 2019	29,921
Carrying amount	
At 31 August 2019	9,544
At 31 August 2018	19,409

Included in the Net Book Value above of £9,544 are assets totalling £9,544 which are held for use in operating leases and are being leased to Osborne Co-operative Academy Trust.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

4 Debtors

	2019 £	2018 £
Amounts falling due within one year:		
Trade debtors	14,530	-
Other debtors	568	-
	<u>15,098</u>	<u>-</u>
Amounts falling due after more than one year:		
Deferred tax asset	6,788	10,104
	<u>6,788</u>	<u>10,104</u>
Total debtors	<u>21,886</u>	<u>10,104</u>

5 Creditors: amounts falling due within one year

	2019 £	2018 £
Taxation and social security	-	2,913
Other creditors	31,927	45,642
	<u>31,927</u>	<u>48,555</u>

6 Called up share capital

	2019 £	2018 £
Ordinary share capital		
Issued and fully paid		
83,500 Ordinary of £1 each	83,500	83,500
	<u>83,500</u>	<u>83,500</u>

7 Related party transactions

During the year the company made sales to Osborne Co-operative Academy Trust totalling £18,652 and paid £81,044 to the Trust in respect of various costs recharged by them.

At the year end an amount of £8,187 was owed to Osborne Co-operative Academy Trust.

8 Parent company

The company is a wholly owned subsidiary of Osborne Co-operative Academy Trust, a company incorporated in England. The registered office of the parent company is Butts Lane, Stanford Le Hope, Essex, SS17 0NW.

OPTIMA COMMUNITY AND LEISURE SERVICES CIC
MANAGEMENT INFORMATION
FOR THE YEAR ENDED 31 AUGUST 2019

CIC 34

Community Interest Company Report

For official use
(Please leave blank)

*Please
complete in
typescript, or
in bold black
capitals.*

**Company Name in
full**

Optima Community and Leisure Services
Community Interest Company

Company Number

04336170

Year Ending

31st August 2019

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

The company continues to manage the lettings of various facilities domiciled at St Clere's School, outside of the curriculum provision, to clubs, organisations, groups and individuals from the local community on behalf of the Osborne Co-operative Academy Trust. The outdoor facilities include a 3G All Weather Floodlit Pitch, grass football/rugby pitches, cricket square, tennis and netball courts. A pavilion building is also available with a classroom, showers, changing rooms and vending facilities. The indoor facilities include a main hall, sports hall, gymnasium, drama studio and some specialist classrooms. Users include a number of football clubs, the Essex County FA, a youth club, a ladies fitness group, gymnastics club, a lawn tennis club and an open Duke of Edinburgh's Award Centre. Since January 2018 Optima has been responsible for managing the lettings of the Community Sports Hall located at East Tilbury Primary School, which is also a member of the Academy Trust.

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

The letting of facilities at both St Clere's School and East Tilbury Primary School are to clubs, organisations, groups and members of the local community that enables them to access activities and opportunities that are not generally available in the surrounding area.

To encourage youth participation the hire fees for some of the facilities are adjusted accordingly, and discounts offered to clubs and organisations that are affiliated to recognised bodies, or those who hold Charter Mark status, in order to encourage the growth and future development of young people.

The relationships between St Clere's School and Horndon Cricket Club continues to flourish and also further enhances their investment and expertise regarding the maintenance of the cricket pitches which is extremely beneficial to both parties.

St Clere's FC continues to expand and develop with the club now fielding 24 sides including some female teams. The relationship with the Essex County FA enables this organisation to use the site on a regular basis as a location for training and coaching courses for the local area.

We actively seek to encourage and develop a good working relationship with all our hirers generally at both sites, and welcome any constructive feedback and suggestions to help improve the facilities that are currently on offer.

(If applicable, please just state "A social audit report covering these points is attached").

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

No remuneration was received.

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No transfer of assets other than for full consideration has been made.

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed

R. W. Hester

Date

12/03/2020

Office held (delete as appropriate) ~~Director~~/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 **cannot** be filed online

(N.B. Please enclose a cheque for £15 payable to Companies House)