#### REPORT AND FINANCIAL STATEMENTS

31 December 2007



# Oxford Conversis Limited DIRECTORS, OFFICERS AND ADVISORS

#### **DIRECTORS**

AM Muddyman GJ Muddyman WF Muddyman KA Pfetzer DE Shrimpton

#### **SECRETARY**

JP Larbey

#### REGISTERED OFFICE

Howard House 70 Baker Street Weybridge Surrey KT13 8AL

#### **AUDITOR**

Baker Tilly UK Audit LLP Chartered Accountants Lancaster House 7 Elmfield Road Bromley Kent BR1 1LT

#### **BANKERS**

Lloyds TSB Bank Plc 9 Sheep Street Bicester Oxfordshire OX26 6JE

# Oxford Conversis Limited DIRECTORS' REPORT

The directors submit their report and the financial statements of Oxford Conversis Limited for the year ended 31 December 2007.

#### PRINCIPAL ACTIVITIES

The principal activity of the company during the year was the provision of localisation and translation services.

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

The results for the year are shown in the profit and loss account on page 5.

The directors are unable to recommend the payment of an ordinary dividend for the year.

During the year the company made charitable donations of £3,300.

#### **DIRECTORS**

The directors, all of whom have held office since 1 January 2007, are:

AM Muddyman GJ Muddyman WF Muddyman KA Pfetzer DE Shrimpton

#### STATEMENT AS TO DISCLOSURE OF INFORMATION TO THE COMPANY'S AUDITORS

The directors who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditors are unaware. Each of the directors has confirmed that they have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditors.

#### **AUDITOR**

In accordance with the provisions of the Companies Act 1989 s26 (5), the auditor, Baker Tilly UK Audit LLP, Chartered Accountants, has indicated its willingness to continue in office.

#### **SMALL COMPANIES EXEMPTIONS**

Advantage has been taken in the preparation of this report of the special provisions of Part VII of the Companies Act 1985 relating to small entities.

By order of the board

JP Larbey

Company Secretary

# Oxford Conversis Limited DIRECTORS' RESPONSIBILITIES IN THE PREPARATION OF FINANCIAL STATEMENTS

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). The financial statements are required by law to 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:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and estimates that are reasonable and prudent; and
- c. 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 requirements of 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.

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF OXFORD CONVERSIS LIMITED

We have audited the financial statements on pages 5 to 12

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' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 whether in our opinion the information given in the Directors' Report is consistent with the financial statements.

In addition, we report to you if, in our opinion, 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 other transactions 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 International Standards on Auditing (UK and Ireland) 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 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.

#### **Opinion**

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs at 31 December 2007 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985; and

- the jaformation given in the Directors' Report is consistent with the financial statements.

Baker Tilly UK Andit Up BAKER TILLY UK AUDIT LLP Registered Auditor Chartered Accountants Lancaster House

7 Elmfield Road Bromley

Kent BR1 1LT

30 January 2009

### PROFIT AND LOSS ACCOUNT

for the year ended 31 December 2007

	Notes	Year 2007 £	Year 2006 £
TURNOVER	1	1,548,556	1,426,502
Cost of sales		(887,953)	(703,152)
Gross profit		660,603	723,350
Other operating expenses (net)	2	(757,910)	(699,161)
OPERATING (LOSS)/ PROFIT		(97,307)	24,189
Investment income Interest payable	3 4	4,667 (87,975)	1,611 (85,307)
LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION	5	(180,615)	(59,507)
Taxation	7	-	-
LOSS ON ORDINARY ACTIVITIES AFTER TAXATION	13	(180,615)	(59,507)
			<del></del>

The operating (loss)/profit for the year arises from the company's continuing operations.

No separate Statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Profit and Loss Account.

#### **BALANCE SHEET**

#### 31 December 2007

	Notes	2007 £	2006 £
FIXED ASSETS Tangible assets	8	17,053	19,781
CURRENT ASSETS Debtors Cash at bank and in hand	9	488,887 223,059	362,850 178,532
		711,946	541,382
CREDITORS: Amounts falling due within one year	10	(705,525)	(690,879)
NET CURRENT ASSETS/(LIABILITIES)		6,421	(149,497)
TOTAL ASSETS LESS CURRENT LIABILITIES		23,474	(129,716)
CREDITORS: Amounts falling due after more than one year	11	(1,298,569)	(952,764)
		(1,275,095)	(1,082,480)
CAPITAL AND RESERVES		<del></del>	
Called up share capital Profit and loss account	12 13	300,000 (1,575,095)	300,000 (1,382,480)
SHAREHOLDERS' DEBT		(1,275,095)	(1,082,480)
Total shareholders' funds may be analysed as follows:			
Equity interests Non equity interests		(1,475,095) 200,000	(1,282,480) 200,000
		(1,275,095)	(1,082,480)
			<del></del>

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The financial statements on pages 5 to 12 were approved by the board and authorised for issue on not signed on its behalf by:

Director

## Oxford Conversis Limited ACCOUNTING POLICIES

#### **BASIS OF ACCOUNTING**

The financial statements have been prepared under the historical cost convention.

#### **GOING CONCERN**

The financial statements have been prepared on the going concern basis since Ruxley Holdings Limited has confirmed that it intends to provide sufficient funds to enable the company to meet its working capital requirements for the next 12 months.

#### TANGIBLE FIXED ASSETS

Fixed assets are stated at historical cost.

Depreciation is provided on all tangible fixed assets other than freehold land and investment properties at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:-

Computer equipment

3 years

Fixtures, fittings and equipment

5 years

#### FOREIGN CURRENCIES

Assets and liabilities denominated in foreign currencies are translated at the rate 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 the profit and loss account.

#### **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 that result in an obligation to pay more tax in the future or a right to pay less tax in the future have occurred at the balance sheet date. Timing differences are differences between the company's taxable profits and its results as stated in the financial statements that arise from the inclusion of gains and losses in tax assessments in periods different from those in which they are recognised in the financial statements.

Deferred tax is measured at the average tax rates that are expected to apply in the periods in which timing differences are expected to reverse, based on tax rates and laws that have been enacted or substantially enacted by the balance sheet date. Deferred tax is measured on a non-discounted basis.

#### LEASED ASSETS AND OBLIGATIONS

All leases are "operating leases" and the annual rentals are charged to profit and loss on a straight line basis over the lease term.

#### **DEFINED CONTRIBUTION PENSION SCHEME**

Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

#### **TURNOVER**

Turnover represents the invoiced value, net of Value Added Tax, of goods sold and services provided to customers, and is recognised on completion of services provided.

### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2007

1	TURNOVER	2007 £	2006 £
	Percentage of turnover relating to non-UK markets	47%	46%
2	OTHER OPERATING EXPENSES (NET)	2007 £	2006 £
	Administration expenses	757,910	699,161
3	INVESTMENT INCOME	2007 £	2006 £
	Bank interest receivable	4,667	1,611
4	INTEREST PAYABLE	2007 £	2006 £
	Loan interest payable to parent undertaking	87,975	85,307
5	LOSS ON ORDINARY ACTIVITIES	2007 £	2006 £
	Loss on ordinary activities before taxation is stated after charging:  Depreciation and amounts written off tangible fixed assets:		
	Charge for the year - owned assets Exchange (gains)/losses Operating lease rentals: Plant and machinery Land and buildings Auditors' remuneration	10,855 (298) 18,387 29,317 9,400	10,152 11,269 18,047 29,244 8,500

#### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2007

6 DIR	RECTORS' REMUNERATION	2007 £	2006 £
Dire	ectors' emoluments (including pension contribution)	144,124	144,124
	number of directors to whom relevant benefits	Number	Number
	accruing under: ined benefit schemes	2	2
7 TAX	XATION	2007 £	2006 £
Tax	on profit on ordinary activities	-	-
Fact	tors affecting tax charge for period:	2007 £	2006 £
corp	tax assessed for the period is higher than the standard rate of poration tax in the UK (30%). The differences are explained below: s on ordinary activities before tax	(180,615)	(59,507)
Los	s on ordinary activities multiplied by standard rate of corporation tax the UK 30% (2006: 30%)	(54,184)	(17,852)
Effe	ects of: enses not deductible for tax purposes	2,589	3,018
Dep	preciation in excess of capital allowances relieved tax losses and other deductions arising in the period	3,256 48,339	3,046 11,788
Tax	charge for period	-	

The company has tax losses amounting to £1,268,955 (2006: £1,107,824) available to carry forward and set against future trading profits. The accounts have been prepared on the basis that, where tax losses brought forward may be relieved against the profits of previous, current and future periods, a deferred tax asset arises. The directors have concluded that the company is unlikely to produce sufficient profits in the foreseeable future to utilise the available losses and, accordingly, it is not appropriate to carry forward a deferred tax asset. Unrecognised tax assets @ 30% of losses carried forward would amount to £381,000 (2006: £332,000) if recognised.

### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2007

#### 8 TANGIBLE FIXED ASSETS

		Fixtures, fittings and equipment £	Computer equipment	Total £
	Cost	~	~	~
	1 January 2007	16,439	69,184	85,623
	Additions	1,095	7,032	8,127
	31 December 2007	17,534	76,216	93,750
	Depreciation			
	1 January 2007	11,870	53,972	65,842
	Charged in the year	3,398	7,457	10,855
	31 December 2007	15,268	61,429	76,697
	Net book value	<del></del>		
	31 December 2007	2,266	14,787	17,053
	31 December 2006	4,569	15,212	19,781
9	DEBTORS		2007	2006
			£	£
	Due within one year:			
	Trade debtors		351,610	217,032
	Prepayments and accrued income		137,277	145,818
			488,887	362,850
10	CREDITORS: Amounts falling due within one year		2007	2006
	CREDITORS. Amounts faring due within one your		£	£
	Bank loans and overdrafts		245,827	159,828
	Trade creditors		156,471	159,257
	Other taxation and social security		35,683	19,806
	Arrears of fixed cumulative dividends		60,000	48,000
	Amounts due to parent undertaking		•	303,988
	Accruals		207,544	84,000
			705,525	690,879

Arrears of fixed cumulative dividends relate to the current and preceding periods.

#### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2007

11	CREDITORS: Amounts falling due in more than one year	2007 £	2006 £
	Amounts due to parent undertaking	1,298,569	952,764

Interest on the loan from the parent undertaking is chargeable at 10%. There is no fixed date for repayment.

The loan is secured by a fixed and floating charge over the assets of the company.

12	SHARE CAPITAL	2007 £	2006 £
	Authorised:		
	50,000 ordinary shares of £1 each	50,000	50,000
	50,000 convertible shares of £1 each	50,000	50,000
	200,000 redeemable preference shares of £1 each	200,000	200,000
		300,000	300,000
	Allotted, issued and fully paid:		
	50,000 ordinary shares of £1 each	50,000	50,000
	50,000 convertible shares of £1 each	50,000	50,000
	200,000 redeemable preference shares of £1 each	200,000	200,000
		300,000	300,000

The convertible shares rank equally with the ordinary shares. When the company achieves a profit before corporation tax and exceptional items for two successive quarters, 28,571 convertible shares will be converted to deferred shares.

Deferred shares have no right to a dividend or to vote at a general meeting.

Redeemable preference shares have a right to a fixed cumulative preferential dividend at a rate of 6% gross per annum payable half yearly in arrears. Redeemable preference shares have no right to vote at a general meeting and can be redeemed by the company upon giving the preference shareholders 60 days notice. Although the company is unable to make a distribution in the current year, accrued preference dividends have been charged to the profit and loss account.

On a winding up, the available assets of the company would be applied in the following order of priority; payment to the holders of preference shares; accrued unpaid preference dividends together with the nominal value plus any premium paid on the preference shares; payment to the holders of ordinary convertible and deferred shares; the nominal value of the shares pro rata to the nominal value paid up; payment of any remaining assets to the holders of ordinary shares pro rata to the nominal value paid up.

#### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2007

13	PROFIT AND LOSS ACCOUNT	2007 £	2006 £
	1 January 2007 Loss for the financial period	(1,382,480) (180,615)	(1,298,973) (59,507)
	Accrued preference dividends	(12,000)	(24,000)
	31 December 2007	(1,575,095)	(1,382,480)
14	RECONCILIATION OF MOVEMENT IN SHAREHOLDERS' DEBT	2007 £	2006 £
	Loss for the financial period Accrued preference dividends	(180,615) (12,000)	(59,507) (24,000)
	Opening shareholders' debt	(1,082,480)	(998,973)
	Closing shareholders' debt	(1,275,095)	(1,082,480)
		<del></del>	

#### 15 COMMITMENTS UNDER OPERATING LEASES

At 31 December 2007 the company had annual commitments under non-cancellable operating leases as follows:

	2007 £	2006 £
Land and buildings expiring in the second to fifth year	26,264	28,000
Other expiring in the second to fifth year	24,218	14,972
	50,482	42,972

#### 16 PENSION COMMITMENTS

The company operates a defined contribution scheme. The pension cost charge represents contributions payable to the scheme and amounted to £13,317 (2006: £13,421). No contributions were owed to the scheme at the year end (2006: £Nil).

#### 17 RELATED PARTY TRANSACTIONS

At the end of the year the company owed £1,298,569 (2006: £1,256,752) to its Parent company, Ruxley Holdings Limited. The company was charged £87,975 (2006: £85,307) relating to interest during the year. In addition Ruxley Holdings Limited charged the company £48,000 (2006: £40,000) relating to management charges.

During the year the company provided translation services to its Parent company Ruxley Holdings Limited totalling £1,940 (2006: £1,190).

#### 18 ULTIMATE PARENT UNDERTAKING

The ultimate parent undertaking is Ruxley Holdings Limited, incorporated in England.