# REPORT OF THE DIRECTORS AND

**FINANCIAL STATEMENTS** 

FOR THE YEAR ENDED 30 SEPTEMBER 2003

**FOR** 

**CARRICK NEILL & CO LIMITED** 

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# <u>COMPANY INFORMATION</u> <u>FOR THE YEAR ENDED 30 SEPTEMBER 2003</u>

**DIRECTORS:** 

Mr David G Carrick Mr David R Neill Mr Andrew Mathieson

SECRETARY:

Mr David R Neill

**REGISTERED OFFICE:** 

32 Castle Street Edinburgh EH2 2ET

**REGISTERED NUMBER:** 

152257 (Scotland)

**AUDITORS:** 

D M McNaught & Co Chartered Accountants and Registered Auditors

Registered Auditors 166 Buchanan Street

Glasgow G1 2LS

**BANKERS:** 

Clydesdale Bank

124 Drymen Road

Bearsden Glasgow G61 3RB

**SOLICITORS:** 

Shepperd & Wedderburn

20 Castle Terrace

Edinburgh EH1 2ET

# REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 SEPTEMBER 2003

The directors present their report with the financial statements of the company for the year ended 30 September 2003.

#### PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of insurance brokers.

#### REVIEW OF BUSINESS

The results for the year and financial position of the company are as shown in the annexed financial statements.

#### DIVIDENDS

Interim dividends per share were paid as follows:

£151.77	- 9 December 2002
£26,63	- 4 February 2003
£93.20	- 6 May 2003
£79.88	- 2 July 2003
£351,48	

The directors recommend that no final dividend be paid.

The total distribution of dividends for the year ended 30 September 2003 will be £237,600.

#### DIRECTORS

The directors during the year under review were:

Mr David G Carrick Mr David R Neill Mr Andrew Mathieson

The beneficial interests of the directors holding office on 30 September 2003 in the issued share capital of the company were as follows:

Ordinary £1 shares	30.9.03	1.10.02
Mr David G Carrick	338	338
Mr David R Neill	338	338
Mr Andrew Mathieson	-	-

#### STATEMENT OF 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 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 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.

# REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 SEPTEMBER 2003

## **AUDITORS**

The auditors, D M McNaught & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

ON BEHALF OF THE BOARD:

Mr David R Neill - Secretary

27 October 2003

## REPORT OF THE INDEPENDENT AUDITORS TO THE SHAREHOLDERS OF **CARRICK NEILL & CO LIMITED**

We have audited the financial statements of Carrick Neill & Co Limited for the year ended 30 September 2003 on pages five to twelve. 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 auditors' 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 on page two the company's directors are responsible for the preparation of 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 Report of the Directors 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 Report of the Directors 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 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 of the state of the company's affairs as at 30 September 2003 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

D M McNaught & Co

March Wall

Chartered Accountants and Registered Auditors 166 Buchanan Street

Glasgow G1 2LS

28 October 2003

# PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2003

	Notes	2003 £	2002 £
TURNOVER		1,026,958	971,466
Cost of sales		229,185	280,904
GROSS PROFIT		797,773	690,562
Administrative expenses		545,296	442,786
OPERATING PROFIT	3	252,477	247,776
Interest receivable and similar income		14,003	11,761
		266,480	259,537
Interest payable and similar charges	4	3,731	5,017
PROFIT ON ORDINARY ACTIVIT BEFORE TAXATION	TIES	262,749	254,520
Tax on profit on ordinary activities	5	55,815	55,944
PROFIT FOR THE FINANCIAL YEAFTER TAXATION	EAR	206,934	198,576
Dividends	6	237,600	81,000
		(30,666)	117,576
Retained profit brought forward		118,070	494
RETAINED PROFIT CARRIED FO	RWARD	£87,404	£118,070

## **CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current and previous years.

## TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profits for the current and previous years.

The notes form part of these financial statements

# BALANCE SHEET 30 SEPTEMBER 2003

		2003		2002	
	Notes	£	£	£	£
FIXED ASSETS:	_		60.010		0= 40=
Tangible assets	7		63,219		87,695
CURRENT ASSETS:					
Debtors	8	459,761		527,044	
Cash at bank and in hand		180,624		148,909	
		640,385		675,953	
CREDITORS: Amounts falling		,		,	
due within one year	9	615,200		623,719	
NET CURRENT ASSETS:			25,185		52,234
TOTAL ASSETS LESS CURRENT LIABILITIES:			88,404		139,929
CREDITORS: Amounts falling					
due after more than one year	10				20,859
			£88,404		£119,070
			======		====
CAPITAL AND RESERVES:					
Called up share capital	13		676		676
Capital redemption reserve	14		324		324
Profit and loss account			87,404		118,070
SHAREHOLDERS' FUNDS:	16		£88,404		£119,070

# ON BEHALF OF THE BOARD:

J. Carriek

Mr David G Carrick - Director

Approved by the Board on 27 October 2003

The notes form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

#### 1. ACCOUNTING POLICIES

#### Accounting convention

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

#### **Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

#### **Turnover**

Turnover comprises brokerage, fees and commission in respect of insurance broking activities and is recognised at the point in time when a client enters into the insurance policy agreement.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Improvements to property

- in accordance with the property

Furniture & equipment

- 15% on cost

Motor vehicles

- 25% on cost

Computer equipment

- 25% on cost

## Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

#### Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

#### **Pensions**

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

## Insurance broking assets and liabilities

The company acts as an agent in broking the insurance risks of its clients and, generally, is not liable as a principal for premiums due to insurance companies or for claims payable to clients. Notwithstanding the company's legal relationship with clients and insurance companies since in practice premium and claim monies are usually accounted for by insurance intermediaries, it has followed generally accepted accounting practice by showing cash, debtors and creditors relating to insurance business as assets and liabilities of the company itself.

### 2. STAFF COSTS

	2003	2002
	£	£
Wages and salaries	288,041	195,083
Other pension costs	11,063	10,330
	299,104	205,413
	===	

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

2.	STAFF COSTS - continued		
	The average monthly number of employees during the year was as follows:	2003	2002
	Management	3	3
	Administration	6	<del>7</del>
		9	10
3.	OPERATING PROFIT		
	The operating profit is stated after charging/(crediting):		
		2003	2002
	Downsoistian award agests	£ 15.224	£
	Depreciation - owned assets Depreciation - assets on hire purchase contracts	15,234 22,318	7,790 34,387
	Profit on disposal of fixed assets	(550)	(762)
	Auditors' remuneration	4,300	4,200
	Directors' emoluments	151,750	56,533
<b>1</b> .	INTEREST PAYABLE AND SIMILAR CHARGES		
		2003	2002
	Bank interest	£ 933	£ 1,221
	Hire purchase	2,798	3,796
	•	3,731	5,017
5.	TAXATION		
	Analysis of the tax charge		
	The tax charge on the profit on ordinary activities for the year was as follows:	2003	2002
		£	£
	Current tax:		<b>##</b> 0.44
	UK corporation tax	55,815	55,944
	Tax on profit on ordinary activities	55,815	55,944
<b>5</b> .	DIVIDENDS		
).	DIVIDENDS	2003	2002
		£	£
	Equity shares: Interim - ordinary shares	227 600	<b>81</b> 000
	interni - ordinary snares	237,600	81,000

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

# 7. TANGIBLE FIXED ASSETS

	Improvements to property	Furniture & equipment	Motor vehicles	Computer equipment	Totals
	£	£	£	£	£
COST:					
At 1 October 2002	17,098	16,310	120,246	44,355	198,009
Additions	-	-	15,525	-	15,525
Disposals			(9,800)		(9,800)
At 30 September 2003	17,098	16,310	125,971	44,355	203,734
DEPRECIATION:					
At 1 October 2002	1,425	9,442	57,280	42,166	110,313
Charge for year	1,425	2,446	31,493	2,188	<b>37</b> ,552
Eliminated on disposals		<del>-</del>	(7,350)	<del>-</del>	(7,350)
At 30 September 2003	2,850	11,888	81,423	44,354	140,515
NET BOOK VALUE:					
At 30 September 2003	14,248	4,422	44,548	1	63,219
At 30 September 2002	15,673	6,868	62,965	2,189	87,695
	<del></del>				

Fixed assets, included in the above, which are held under hire purchase contracts are as follows:

	Furniture & equipment	Motor vehicles	Totals
	£	£	£
COST:			
At 1 October 2002	18,015	99,070	117,085
Transferred to ownership	(18,015)	(9,800)	(27,815)
At 30 September 2003		89,270	89,270
DEPRECIATION:			
At 1 October 2002	18,015	51,986	70,001
Charge for year	-	22,318	22,318
Transferred to ownership	(18,015)	(7,350)	(25,365)
At 30 September 2003	-	66,954	66,954
NET BOOK VALUE:			<u></u>
At 30 September 2003	_	22,316	22,316
		<del>,</del>	
At 30 September 2002	-	47,084	47,084
	<del></del>		

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

8.	DEBTORS: AMOUNTS FALLING		
	DUE WITHIN ONE YEAR		
		2003	2002
		£	£
	Insurance debtors	334,245	341,234
	Insurance broking bank account	95,839	171,490
	Prepayments & accrued income	29,467	14,120
	Other debtors	210	200
		459,761	527,044
		<del></del>	
9.	CREDITORS: AMOUNTS FALLING		
	DUE WITHIN ONE YEAR		
		2003	2002
		£	£
	Hire purchase contracts		
	(see note 11)	20,865	25,737
	Insurance creditors	398,746	465,013
	Other creditors	34,571	38,078
	Social security & other taxes	7,675	3,442
	Taxation	55,815	55,944
	Accrued expenses	97,528	35,505
		615,200	623,719
10.	CREDITORS: AMOUNTS FALLING		
10.	DUE AFTER MORE THAN ONE YEAR		
	DUE ACTER WORL THAN ONE LEAR	2003	2002
		£	2002 £
	Hire purchase contracts		*
	(see note 11)		20,859
	(See Hote 11)	<del></del>	====

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

11.	OBLIGATIONS UNDER HIRE PURCHASE CONTRACTS		
		2003	2002
		£	£
	Gross obligations repayable:		
	Within one year	23,299	28,171
	Between one and five years	<u> </u>	23,523
		23,299	51,694
	Finance charges repayable:		
	Within one year	2,434	2,434
	Between one and five years		2,664
		2,434	5,098
	Net aldinosing and alter		
	Net obligations repayable: Within one year	20,865	25,737
	Between one and five years	20,803	20,859
	between one and nive years	<del>-</del>	
		20,865	46,596

## 12. SECURED DEBTS

The bank holds security for any advances by way of a floating charge over the company's assets and undertakings, excluding any insurance broking assets.

## 13. CALLED UP SHARE CAPITAL

	Authorised:				
	Number:	Class:	Nominal	2003	2002
	100,000	Ordinary	value: £1	£ 100,000	100,000 ———
	Allotted, issue	d and fully paid:			
	Number:	Class:	Nominal	2003	2002
			value:	£	£
	676	Ordinary	13	<b>67</b> 6	6 <b>7</b> 6
				=	<del></del>
14.	CAPITAL RI	EDEMPTION RESERVE			
				2003	2002
				£	£
	Brought forwa	ord		324	324
				<del></del>	==

## 15. OTHER FINANCIAL COMMITMENTS

At 30th September 2003 the company had annual commitments under non-cancellable operating leases for land and buildings, which expire after five years, amounting to £42,300 (2002 £42,300).

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' 1	2003	2002
Due lit for the financial war	£	£
Profit for the financial year Dividends	206,934 (237,600)	198,576 (81,000)
Net (reduction)/addition to shareholders' funds	(30,666)	117,576
Opening shareholders' funds	119,070	1,494
Closing shareholders' funds	88,404	119,070
Equity interests	88,404	119,070