## Accountants and business advisors

# F.F.ALLSOPP & CO.,LIMITED

Company Number: 00146681

ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2004

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## F.F.ALLSOPP & CO.,LIMITED

#### **COMPANY INFORMATION**

Directors

R J Loach

G T Hillyard

Secretary

R J Loach

**Company Number** 

00146681

Registered Office

Union Road Nottingham NG3 1FH

Auditors

PKF (UK) LLP Regent House Clinton Avenue Nottingham NG5 1AZ

# F.F.ALLSOPP & CO.,LIMITED

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#### F.F.ALLSOPP & CO.,LIMITED DIRECTORS' REPORT YEAR ENDED 31 DECEMBER 2004

The directors submit their report and the financial statements for the year ended 31 December 2004.

#### Principal activity

The principal activity of the company during the year was that of a bookbinders and print finishers.

#### **Directors**

The directors who served during the year were:

R J Loach G T Hillyard

The directors have no interests in the share capital of the company. The directors interests in the share capital of the parent company, Tempmark Limited, are disclosed in that company's accounts.

#### Basis of preparation

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board

R J Loach Secretary

26 April 2005

# F.F.ALLSOPP & CO.,LIMITED 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 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.

The directors are responsible for ensuring that the directors' report and other information included in the annual report is prepared in accordance with company law in the United Kingdom.

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF F.F.ALLSOPP & CO.,LIMITED

We have audited the financial statements of F.F.Allsopp & Co., Limited for the year ended 31 December 2004 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. These financial statements have been prepared under 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

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards 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 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 judgments 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.

#### INDEPENDENT AUDITORS' REPORT (continued)

#### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 December 2004 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

PKF (UK) LLP Registered Auditors

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Nottingham, UK 15 June 2005

# F.F.ALLSOPP & CO.,LIMITED PROFIT AND LOSS ACCOUNT YEAR ENDED 31 DECEMBER 2004

	Notes	2004 £	2003 £
TURNOVER	2	2,230,124	2,100,838
Cost of sales		(1,404,754)	(1,218,999)
GROSS PROFIT		825,370	881,839
Distribution costs		(156,446)	(145,849)
Administrative expenses		(616,258)	(643,115)
OPERATING PROFIT	3	52,666	92,875
Reorganisation and restructuring costs		-	(349,039)
Interest receivable and similar income		10,014	3,643
Interest payable and similar charges		(16,193)	(22,328)
PROFIT/(LOSS) ON ORDINARY ACTIVITIES			
BEFORE TAXATION		46,487	(274,849)
TAXATION	5	(8,557)	8,872
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		37,930	(265,977)
DIVIDENDS		(66,554)	(6,554)
TRANSFER FROM RESERVES		(28,624)	(272,531)

### F.F.ALLSOPP & CO.,LIMITED

#### **BALANCE SHEET 31 DECEMBER 2004**

	Notes		2004 £		2003 £
FIXED ASSETS Tangible	6		574,339		693,866
CURRENT ASSETS Stocks Debtors Cash at bank and in hand	7	156,872 576,113 261,820		179,134 526,184 176,022	
CREDITORS: amounts falling due within one year	8	994,805 (609,679)		881,340 (488,844)	
NET CURRENT ASSETS			385,126		392,496
TOTAL ASSETS LESS CURRENT L	IABILITIES	•	959,465	•	1,086,362
CREDITORS: amounts falling due after more than one year	9		(94,938)		(192,211)
PROVISIONS FOR LIABILITIES AND CHARGES	10		(203,000)	_	(204,000)
NET ASSETS			661,527	_	690,151
CAPITAL AND RESERVES		•		•	
Called up share capital Profit and loss account	11 12		7,358 654,169		7,358 682,793
riont and loss account	14		<u> </u>		
			661,527	_	690,151
				:	

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies. 26/4/05

The financial statements were approved by the board on

Signed on behalf of the board of directors

R J Loach

Director

G T Hillyard

#### 1 ACCOUNTING POLICIES

#### (a) Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

#### (b) Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

#### (c) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant, machinery, fixtures, fittings and office equipment 7 % - 33% Motor vehicles 25 %

#### (d) Finance and operating leases

Assets acquired under finance leases or hire purchase are treated as tangible fixed assets and depreciation is provided accordingly. The present value of future rentals is shown as a liability and the interest element of rental obligations is charged to the profit and loss account over the period of the lease in proportion to the capital balance outstanding.

Operating lease rentals are charged in the profit and loss account on a straight line basis over the lease term.

#### (e) Stocks and work in progress

Stocks and work in progress are stated at the lower of cost and net realisable value. Cost is determined on a first in first out basis, and includes all direct costs incurred and attributable production overheads. Net realisable value is based on estimated selling price allowing for all further costs of completion and disposal.

#### (f) Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

#### (g) Deferred taxation

Deferred taxation has been recognised as a liability or asset if transactions have occurred at the balance sheet date that give rise to an obligation to pay more taxation in the future or a right to pay less taxation in the future. An asset is recognised where there is no uncertainty as to the transfer of future economic benefits. Deferred tax assets and liabilities have not been discounted.

#### (h) Pensions

The company operates a defined contribution pension scheme and the pension charge in the profit and loss account represents the amounts payable by the company to the fund in respect of the year.

#### 1 ACCOUNTING POLICIES (continued)

#### (i) Government grants

Government grants in respect of capital expenditure are credited to a deferred income account and are released to profit over the expected useful lives of the relevant assets by equal annual instalments. Revenue grants are released to profit over the life of the project to which they relate.

#### 2 TURNOVER

All turnover arose within the United Kingdom.

#### 3 OPERATING PROFIT

The operating profit is stated after charging / (crediting):		
	2004	2003
	£	£
Depreciation of tangible fixed assets:		
- owned by the company	69,357	53,393
- held under finance lease or hire purchase contracts	68,476	74,362
Audit fees	4,650	4,500
Government grants released	-	(1,000)
Pension cost	54,406	72,986
DIRECTORS' EMOLUMENTS AND BENEFITS	2004 £	2003 £
Aggregate of directors' emoluments and other benefits as defined in paragraph 1 of Sch 6 to the Companies Act 1985	156,403	156,513
The number of directors accruing benefits under pension schemes were:		
	No	No
Money purchase schemes	2	2

#### 5 TAXATION

	2004 £	2003 £
Current year taxation	•	
UK corporation tax	16,000	2,000
Adjustments in respect of previous periods	(443)	(872)
Total UK taxation	15,557	1,128
Deferred tax		
Origination and reversal of timing differences	(7,000)	(10,000)
	8,557	(8,872)

The tax charge for the year has been reduced by the utilisation of losses brought forward of £NIL (2003 - £15,830).

#### 6 TANGIBLE FIXED ASSETS

	Plant &
	machinery, fixtures &
	fittings
	£
Cost	*
At 1 January 2004	1,953,827
Additions	22,652
Disposals	(14,256)
At 31 December 2004	1,962,223
Depreciation	
At 1 January 2004	1,259,961
Charge for the year	137,833
On disposals	(9,910)
At 31 December 2004	1,387,884
Net book amount	
At 31 December 2004	574,339
1.015	
At 31 December 2003	693,866

The net book amounts of plant, machinery, fixtures and fittings above include £420,325 (2003 - £498,330) in respect of assets held under finance leases or hire purchase contracts.

#### 7 DEBTORS

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	2004	2003
	£	£
Trade debtors	475,530	476,904
Other debtors	100,583	46,280
Corporation tax recoverable	-	3,000
	576,113	526,184
		<del></del>
CREDITORS:		
Amounts falling due within one year		
	2004	2003
	£	£
Trade creditors	96,397	69,147
Amounts owed to group undertakings	78,681	81,017

16,000

35,080

98,518

285,003

609,679

2,000

34,202

100,355

202,123

488,844

Finance lease and hire purchase creditors are secured on the assets concerned.

#### 9 CREDITORS:

Corporation tax

purchase contracts

Other creditors

Other taxation and social security

Net obligations under finance lease and hire

Amounts falling due after more than one year

<b>,</b>	2004 £	2003 £
Net obligations under finance lease and hire		
purchase contracts	94,938	192,211

Finance lease and hire purchase creditors are secured on the assets concerned.

#### 10 PROVISIONS FOR LIABILITIES AND CHARGES

At 1 January 2004 Charged to profit and loss Credited to profit and loss	Deferred taxation £ 48,000 - (7,000)	Other provisions £ 156,000 6,000	Total £ 204,000 6,000 (7,000)
At 31 December 2004	41,000	162,000	203,000
Deferred tax is analysed as follows:		2004	2003
Capital allowances		£ 41,000	£ 48,000

#### 11 SHARE CAPITAL

	Authorised	Allotted, called fully p	•
	£	No	£
At 1 January 2004			
and 31 December 2004			
Ordinary shares of 1p each	271,386	7,214	72
Deferred ordinary shares of 1p each	728,614	728,614	7,286
	1,000,000	735,828	7,358

The deferred ordinary shares rank below ordinary shares and carry no voting or dividend rights.

#### 12 RESERVES

Profit and loss account	£
At 1 January 2004	682,793
Profit for the year	37,930
Dividends	(66,554)
At 31 December 2004	654,169

#### 13 OTHER COMMITMENTS

At 31 December 2004 the company had annual commitments under operating leases as follows:

	2004	2003
	£	£
Expiry date:		
Within one year	48,600	~
Between two and five years	-	41,750

#### 14 TRANSACTIONS WITH RELATED PARTIES

Included within other creditors is an amount of £78,681 (2003: £81,017) due to Tempmark Limited, the company's ultimate parent company. On 2 March 2005, the balance was repaid by F.F.Allsopp & Co.,Limited.

#### 15 PENSION COSTS

The company operates a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund. The pension cost charge for the year is shown in note 2.

#### 16 PARENT UNDERTAKINGS AND CONTROLLING PARTIES

The company is controlled by Tempmark Limited. In the opinion of the directors this is the company's ultimate parent company. Tempmark Limited is ultimately controlled by R J Loach.