# WARDSWIFT GROUP PLC FINANCIAL STATEMENTS FOR THE 16 MONTHS ENDED 31 JULY 1996

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Faulkner House Victoria Street St Albans Herts AL1 3SE

RAYNER ESSEX CHARTERED ACCOUNTANTS

#### **FINANCIAL STATEMENTS**

#### FOR THE PERIOD ENDED 31 JULY 1996

Registered Office

1 Twyford Place Lincoln's Inn Lincoln Road High Wycombe

Bucks HP123RE

**Directors** 

PDJ Kelly WJ Kenny

Secretary

P D J Kelly

**Bankers** 

National Westminster Bank Plc

PO Box 17 33 High Street High Wycombe

Bucks HP11 2AJ

Solicitors

George & George

Dial House

14 Crendon Street High Wycombe

Bucks HP13 6LW

**Auditor** 

Rayner Essex

**Chartered Accountants** 

Faulkner House Victoria Street St Albans

Herts AL1 3SE

#### FINANCIAL STATEMENTS

#### FOR THE PERIOD ENDED 31 JULY 1996

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#### **FINANCIAL STATEMENTS**

#### FOR THE PERIOD ENDED 31 JULY 1996

The directors present their report together with financial statements for the period ended 31 July 1996.

#### Review of the business and future developments

The group is principally engaged in recruitment consultancy and selling computer software.

#### Results and dividends

The loss for the period after taxation is stated on page 4. The directors paid an interim dividend of 56 pence per share during the period.

#### Fixed assets

The movements in fixed assets during the period are set out in notes 7 to 9 to the accounts.

#### **Directors**

The directors in office during and at the end of the period are listed below.

The interests of the directors and their families in the shares of the company at 1 April 1995 and 31 July 1996 were as follows:

	31 July 1996 Ordinary Shares	1 April 1995 Ordinary Shares
PDJKelly	50,000	50,000
A Newman (resigned 10 October 1995)	-	-
W J Kenny (appointed 1 May 1996)	-	-

#### Directors' responsibilities for the financial statements

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 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.

#### REPORT OF THE DIRECTORS (CONTINUED)

The directors are responsible for keeping proper accounting records for safeguarding the assets of the group and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Auditor**

On 30 August 1996 Grant Thornton resigned as auditor of the company and Rayner Essex were appointed in their place.

In accordance with Section 385(1) of the Companies Act 1985, a resolution proposing the re-appointment of Rayner Essex, Chartered Accountants, as auditor to the company will be put to the Annual General Meeting.

#### **Creditor Payment Policy**

The group's policy with regard to payment of creditors is that approved invoices are settled within the suppliers' terms.

BY ORDER OF THE BOARD

PDJKELLY - DIRECTOR

26 February 1997

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#### REPORT OF THE AUDITOR TO THE MEMBERS OF

#### WARDSWIFT GROUP PLC

We have audited the financial statements on pages 4 to 19 which have been prepared under the accounting policies set out on pages 8 and 9.

#### Respective responsibilities of directors and auditor

As described on page 1 the directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of opinion

We conducted our audit in accordance with 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 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 affairs of the company and the group at 31 July 1996 and the loss of the group for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

Faulkner House Victoria Street St Albans Herts AL1 3SE

RAYNER ESSEX
REGISTERED AUDITOR
CHARTERED ACCOUNTANTS

27 February 1997

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#### CONSOLIDATED PROFIT AND LOSS ACCOUNT

#### FOR THE PERIOD ENDED 31 JULY 1996

	Note	16 months to 31 July 1996 £	Year ended 31 March 1995 £
Turnover Cost of sales	2	3,395,736 (2,399,822)	1,832,905 (1,370,833)
Gross profit Administrative expenses Exceptional item	2	995,914 (946,922) (50,224)	462,072 (442,817) -
Operating (loss)/profit		(1,232)	19,255
Interest payable and similar charges	3	(28,893)	(35,853)
Loss on ordinary activities before taxation	2	(30,125)	(16,598)
Tax on loss on ordinary activities	5	(5,288)	(6,401)
Loss on ordinary activities after taxation		(35,413)	(22,999)
Minority interest		19,417	
<b>Loss for the financial period</b> Dividends	15 16	(15,996) (28,000)	(22,999)
Retained loss for the financial period		(43,996)	(22,999)
Retained profit b/fwd		56,982	79,981
Retained profit c/fwd		£12,986	£56,982

#### **RECOGNISED GAINS AND LOSSES**

There were no recognised gains or losses other than those recognised in the profit and loss account.

#### **CONTINUING ACTIVITIES**

None of the group's activities were acquired or discontinued during the above two financial periods.

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#### **CONSOLIDATED BALANCE SHEET AT 31 JULY 1996**

	Note	31 July 1996 £	31 March 1995 £
Fixed assets			
Intangible assets Tangible assets Investments	7 8 9	5,553 121,020 - 126,573	16,659 123,098 - 139,757
Current assets			
Stocks Debtors Cash at bank and in hand	10 11	155,582 588,869 69	96,068 351,566 52
Creditors: amounts falling due within one year	12	744,520 (827,675)	447,686 (490,724)
Net current liabilities		(83,155)	(43,038)
Total assets less current liabilities		43,418	96,719
Creditors: amounts falling due after more than one year	13	(3,485)	(3,373)
Minority interests	14	(1,572)	(10,989)
		£38,361	£82,357
Capital and reserves			
Called up share capital Capital reserve Profit and loss account	15 15 15	21,875 3,500 12,986	21,875 3,500 56,982
Shareholders' funds	15	£38,361	£82,357

The financial statements were approved by the board of directors on 26 february 1947

P D J KELLY - DIRECTOR

## WARDSWIFT GROUP PLC COMPANY BALANCE SHEET AT 31 JULY 1996

	Note	31 July 1996 £	31 March 1995 £
Fixed assets			
Tangible assets Investments	8 9	56,029 31,500	52,142 31,500
		87,529	83,642
Current assets			
Debtors Cash at bank and in hand	11	164,398 6	102,334 52
Creditors: amounts falling due within one year	12	164,404 (181,339)	102,386 (107,578)
Net current liabilities		(16,935)	(5,192)
Total assets less current liabilities		70,594	78,450
Creditors: amounts falling due after more than one year	13	(3,485)	(3,373)
		£67,109	£75,077
Capital and reserves			
Called up share capital Profit and loss account	15 15	21,875 45,234	21,875 53,202
Shareholders' funds	15	£67,109	£75,077

The financial statements were approved by the Board of Directors on

P D J KELLY - DIRECTOR

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#### CONSOLIDATED CASH FLOW STATEMENT

#### FOR THE PERIOD ENDED 31 JULY 1996

Ŋ	Note		16 months to 31 July Note 1996		Year ended 31 March 1995	
		£	£	£	£	
Net cash inflow from operating activities	1 <i>7</i>		40,486		65,203	
Returns on investments and servicing of finance						
Issue of shares to minority Interest paid Dividends paid		10,000 (28,893) (28,000)		(35,853)		
Net cash outflow from returns on investments & servicing of finance	•		(46,893)		(35,853)	
Taxation						
UK corporation tax paid			(2,508)		(14,582)	
Investing activities						
Own work capitalised Purchase of intangible fixed of Purchase of tangible fixed as Sale of tangible fixed assets		- - (19,425) -		(50,000) - (17,107) 2,000		
Net cash outflow from investi activities	ng		(19,425)		(65,107)	
Net cash outflow before finar	ncing		(28,340)		(50,339)	
Financing						
Capital element of finance lease rentals	18		(8,021)		(4,163)	
Decrease in cash and cash equivalents	19		£(36,361)		£(54,502)	

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#### NOTES TO THE FINANCIAL ACCOUNTS

#### FOR THE PERIOD ENDED 31 JULY 1996

#### 1. ACCOUNTING POLICIES

#### (a) Accounting Convention

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost convention.

The principal accounting policies of the group have remained unchanged from the previous year and are set out below.

#### (b) Basis of Consolidation

The group financial statements consolidate those of the company and its trading subsidiary undertaking (see note 9) drawn up to 31 July 1996. The results of the subsidiary have been included using the acquisition method of accounting.

#### (c) Turnover

Turnover is the total amount receivable by the group in the ordinary course of business with outside customers for goods supplied as a principal and for services provided, excluding VAT and trade discounts.

#### (d) Depreciation

Depreciation is calculated to write down the cost less estimated residual value of all tangible fixed assets by annual instalments over their expected useful lives.

The rates generally applicable are:

Office equipment
Computer equipment
Motor vehicles

15% reducing balance

33% straight line

25% reducing balance

#### (e) Developments expenditure

Development costs incurred on specific projects are capitalised when recoverability can be assessed with reasonable certainty and are amortised in line with the expected sales arising from the projects. All other developments costs are written off in the year of expenditure.

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#### NOTES TO THE FINANCIAL ACCOUNTS

#### FOR THE PERIOD ENDED 31 JULY 1996

#### 1. ACCOUNTING POLICIES (CONTINUED)

#### (f) Leased assets

Where assets are financed by leasing agreements which give risks and rewards approximate to ownership ("finance leases") they are treated as if they had been purchased outright on credit. They are therefore initially recorded as a fixed asset and a liability at a sum equal to the fair value of the asset. Leasing payments on such assets are regarded as consisting of a capital element which reduces the outstanding liability and an interest charge.

All other leases are regarded as operating leases and the total payments made under them are charged to the profit and loss account on a straight-line basis over the lease term.

#### (g) Contributions to pension funds

Defined contribution scheme.

The pension costs charged against profits represent the amount of the contributions payable to the scheme in respect of the accounting period.

#### (h) Stocks

Stocks are stated at the lower of cost and net realisable value.

#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE PERIOD ENDED 31 JULY 1996

#### 2. TURNOVER AND LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION

The turnover, loss before taxation and net assets are attributable to the following activities which are carried out in a single geographical market.

•		Turnover	() befo			
	16 months to 31 July 1996 £	Year ended 31 March 1995 £	16 months to 31 July 1996 £	Y/E 31 March 1995 £	31 July 1996 £	Net assets 31 March 1995 £
Recruitment consultancy Computer	865,848	475,651	25,320	(16,915)	61,643	37,753
software sales	2,529,888	1,357,254	(55,445)	317	(23,282)	44,604
	£3,395,736	£1,832,905	£(30,125)	£(16,598)	£38,361	£82,357

The loss on ordinary activities is stated after:

•	16 monthsYear ended	
	to 31 July 31 Mg	
	£	£
Auditor's remuneration		
- audit services	5,500	7,750
- non audit services	1,250	1,855
Hire of plant and machinery	-	3,235
Other operating lease rentals	-	26,657
Amortisation of development costs	11,106	8,329
Depreciation of tangible fixed assets		
- owned	28,666	7,039
- held under finance leases	4,702	4,306
Exceptional bad debts	50,224	-
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The exceptional bad debts relate to trade debts, outstanding at 1 April 1995 and not provided for, which subsequently proved to be irrecoverable.

#### 3. INTEREST PAYABLE AND SIMILAR CHARGES

MILKED I ATABLE AND GIVILLAN CITARGE	16 months) to 31 July 1996 £	rear ended 31 March 1995 £
On bank loans, overdrafts and other loans - repayable within 5 years, otherwise than by instalments	£28,893	£35,853

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#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE PERIOD ENDED 31 JULY 1996

#### 4. DIRECTORS AND EMPLOYEES

The average number of employees of the group during the year and their aggregate emoluments are shown below:

	16 months Year ended	
	to 31 July	31 March 1995
	1996	
	£	£
Wages and salaries	523,115	257,499
Social security	53,068	31,543
Pension costs	8,355	2,789
	£584,538	£291,831

The average number of employees of the group during the period was 25 (1995: 18)

Staff costs include remuneration in respect of directors, as follows:

•	16 months Year ended to 31 July 31 March 1996 1995	
	£	£
Directors' fees Management remuneration Pension contributions	82,364 3,687	24,000 21,566 2,789
,	£86,051	£48,355

The emoluments of directors, excluding pension contributions, were as follows:

16 months to 31 July 1996 The chairman	£40,489
The highest paid director	£40,875
Year ended 31 March 1995	
The chairman and highest paid director	£21,566
	16 months Y

The chairman and highest paid director	£21,566	
	16 months Y	
	· · · · · · · · · · · · · · · · · · ·	31 March
	1996	1995
	£	£
	Number	Number
Other directors £0 to £5,000	1	_
20 10 20,000	<del></del>	
£20,001 to £25,000	-	1

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#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE PERIOD ENDED 31 JULY 1996

#### 5. TAX ON LOSS ON ORDINARY ACTIVITIES

The tax (charge)/credit is based on the loss for the period and represents:

	1996 £	1995 £
Corporation Tax @ 25% (1995: 25%) Under provision re prior years	(5,288)	(6,401)
	£(5,288)	£(6,401)

#### 6. LOSS FOR THE FINANCIAL YEAR

The parent company has taken advantage of section 230 of the Companies Act 1985 and has not included its own profit and loss account in these financial statements. The group loss for the period includes a profit of £20,032 (1995: loss of £23,316) which is dealt with in the financial statements of the company.

#### 7. INTANGIBLE FIXED ASSETS

	Development costs £
Cost At 1 April 1995 and at 31 July 1996	24,988
<b>Depreciation</b> At 1 April 1995 Provided in the period	8,329 11,106
At 31 July 1996	19,435
Net book value At 31 July 1996	£5,553
At 31 March 1995	£16,659

The development costs capitalised relate to the production of the first catalogue of the subsidiary, Software Catalogue Limited. The amount is to be written off over the life of the resulting income stream which is anticipated to be three years.

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#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE PERIOD ENDED 31 JULY 1996

#### 8. TANGIBLE FIXED ASSETS

The group	Total £		Computer equipment £	Motor vehicles £
Cost At 1 April 1995 Additions at cost Disposals	224,760 31,290	57,050 15,280 -	122,260 16,010	45,450 - -
At 31 July 1996	256,050	72,330	138,270	45,450
<b>Depreciation</b> At 1 April 1995 Provided in the period Disposals	101,662	30,422 6,292	37,397 27,076	33,843
At 31 July 1996	135,030	36,714	64,473	33,843
Net book value At 31 July 1996 At 31 March 1995	£121,020 £123,098	£35,616 £26,628	£73,797 ———————————————————————————————————	£11,607
Al of Malch 1770	====	======		
The company		Office	Computer	Motor
The company	Total £		Computer equipment £	Motor vehicles £
Cost At 1 April 1995 Additions at cost Disposals		equipment	equipment	vehicles
Cost At 1 April 1995 Additions at cost	149,781 16,654	51,858 14,516	52,473 2,138 54,611	<b>vehicles</b> £  45,450
Cost At 1 April 1995 Additions at cost Disposals  Depreciation At 1 April 1995 Provided in the year	149,781 16,654 - 166,435 97,639	51,858 14,516 - 66,374 29,774	52,473 2,138 	45,450 - 45,450 - 45,450
Cost At 1 April 1995 Additions at cost Disposals  Depreciation At 1 April 1995 Provided in the year Disposals	149,781 16,654 - 166,435 - 97,639 12,767	51,858 14,516 - 66,374 29,774 5,580	52,473 2,138 54,611 34,022 7,187 41,209	45,450 

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#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE PERIOD 31 JULY 1996

#### 8. TANGIBLE FIXED ASSETS (CONTINUED)

Included in the figures stated above are assets held under finance leases as follows:

The group and the company	Office equipment £	Computer equipment £	Motor vehicles £
Net book value at 31 July 1996	£9,848	£2,014	£-
Net book value at 31 March 1995	£ -	£9,149	£13,455

#### 9. FIXED ASSET INVESTMENTS

10.

Cost of shares in subsidiary companies

£

Cost at 1 April 1995 and 31 July 1996

£31,500

At 31 July 1996 the company held more than 10% of the equity of the following company:

Subsidiary	Country of registration	Class of share capital held	Proportion held	Nature of business
Software Catalogue Limited	England and Wales	Ordinary	64%	Computer Software
STOCKS			The g	roup 31 March

	The group	
	31 July 1996 £	31 March 1995 £
Goods for resale	£155,582	£96,068

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### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE PERIOD ENDED 31 JULY 1996

#### DEBTORS 11.

DEBTORS	31 July 1996 £	The group 31 March 1995 £	The 31 July 1996 £	e company 31 March 1995 £
Trade debtors	555,049	327,875	134,857	74,969
Amounts owed by group	_	_		5,824
undertakings	-	13,199	-	13,199
Other debtors Tax recoverable	7,000	5,003	7,000	5,003
Prepayments and accrued income	26,820	5,489	22,541	3,339
	£588,869	£351,566	£164,398	£102,334

Trade debtors include factored debts of £390,541.

There was a loan to P D J Kelly during the period, the maximum balance outstanding being £27,558. This loan was cleared by 31 July 1996.

#### CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR 12.

		The group		e company
	31 July 1996 £	31 March 1995 £	31 July 1996 £	31 March 1995 £
	£	2	_	
Bank overdrafts (a)	155,836	119,458	68,621	46,365
Trade creditors  Amounts owed to group	357,254	249,262	38,704	21,525
	_	-	22,549	-
undertakings Current taxation	7,285	2,508	7,285	2,508
Social security and other taxes	39,644	26,521	20,196	19,229
Accruals and deferred	29,907	12,170	14,857	6,670
income Other creditors	229,064	75,852	442	6,328
Amounts due under finar leases	8,685 	4,953	8,685	4,953
	£827,675	£490,724	£181,339	£107,578

The bank overdrafts are secured by mortgage debentures over the assets of (a) the group and unlimited cross-guarantees between group companies.

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## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE PERIOD ENDED 31 JULY 1996

## 13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

				The grou the comp 31 July	_	
				1996 £	1995 £	
	Amount due under finance lec	ases		£3,485	£3,373	
	Borrowings are repayable as fo	oliows:		31 July 1996 £	31 March 1995 £	
	Between one and two years			£3,485	£3,373	
14.	MINORITY INTERESTS			The gr	31 March	
				1996 £	1995 £	
,	Minority interests			£1,572	£10,989	
15.	SHAREHOLDERS' FUNDS					
	The group	Share capital £	Capital reserve	Profit and loss account £	Total £	
	At 1 April 1994 Loss for the financial year	21,875	3,500	79,981 (22,999	105,356 (22,999)	
	At 31 March 1995 Loss for the financial period Dividends	21,875	3,500 - -	56,982 (15,996 (28,000	) (15,996)	
	At 31 July 1996	£21,875	£3,500	£12,986	£38,361	

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## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE PERIOD ENDED 31 JULY 1996

## 15. SHAREHOLDERS' FUNDS (CONTINUED)

The company	Share capital £	Profit and loss account £	Total £
At 1 April 1994 Loss for the financial year	21,875 -	76,518 (23,316)	98,393 (23,316)
At 31 March 1995 Profit for the financial period Dividends	21,875	53,202 20,032 (28,000)	75,077 20,032 (28,000)
At 31 July 1996	£21,875	£45,234	£67,109

The share capital consists of 50,000 authorised, ordinary shares of £1 each, of which 12,500 are allotted, called up and fully paid and 37,500 are allotted, called up and quarter paid.

16.	DIVIDENDS	16 Months to 31 July 1996 £	Year end 31 March 1995 £
	Interim dividend	£28,000	£ -
17.	NET CASH INFLOW FROM OPERATING ACTIVITIES		
		16 Months to 31 July 1996 £	Year end 31 March 1995 £
	Operating (loss)/profit Amortisation Depreciation Loss/(profit) on sale of tangible fixed assets Increase in stocks Increase in debtors Increase in creditors Net cash inflow from operating activities	(1,232) 11,106 33,368 (59,514) (235,306) 292,064 £40,486	19,255 8,329 11,345 1,953 (39,988) (91,834) 156,143 £65,203

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# WARDSWIFT GROUP PLC NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 1996

## 18. ANALYSIS OF CHANGES IN FINANCING DURING THE PERIOD

	Total financing £	Share capital £	Loans and finance lease obligations
Balance at 1 April 1994	34,364	21,875	12,489
Net cash outflow from financing	(4,163)		(4,163)
Balance at 31 March 1995 Net cash outflow from financing Inception of finance leases	30,201	21,875	8,326
	(8,021)	-	(8,021)
	11,865	-	11,865
Balance at 31 July 1996	£34,045	£21,875	£12,170

## 19. ANALYSIS OF CHANGES IN CASH AND CASH EQUIVALENTS DURING THE PERIOD

	1996 £	1995 £
Balance at 1 April 1995/1994 Net cash outflow	(119,406) (36,361)	(64,904) (54,502)
Balance at 31 July 1996/31 March 1995	£(155,767)	£(119,406)

Cash and cash equivalents comprise:

·	31 July	31 March	31 March	Change in	Change in
	1996	1995	1994	1996	1995
	£	£	£	£	£
Cash at bank & in ho	and 69	52	20	17	32
Bank overdrafts	(155,836)	(119,458)	(64,924)	(36,378)	(54,534)
	£(155,767)	£(119,406)	£(64,904	£(36,361)	£(54,502)

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#### NOTES TO THE FINANCIAL STATEMENTS

## FOR THE PERIOD ENDED 31 JULY 1996 (CONTINUED)

#### 20. LEASING COMMITMENTS

Operating lease payments amounting to £63,760 (1995: £38,936) are due within one year. The leases to which these amounts relate expire as follows:

	Land and buildings £	1996 Other £	Land and buildings	1995 Other £
Between two and five years	£63,760	£ -	£38,936	£-

#### 21. PENSIONS

Defined contribution scheme.

The company operates a defined contribution pension scheme for the benefit of the senior employees and directors. The assets of the scheme are administered by trustees in a fund independent from those of the company.