Report of the Directors and

Financial Statements

for the Period 1 January 2010 to 30 June 2011

<u>for</u>

12775249 CITI Limited

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Company Information for the Period 1 January 2010 to 30 June 2011

DIRECTORS

Dr C J Worsley Dr T W G Docker Ms A Muscat S Green Mrs J A Small

SECRETARY:

Mrs J A Small

REGISTERED OFFICE:

Lovat Bank Silver Street Newport Pagnell Buckinghamshire MK16 0EJ

REGISTERED NUMBER:

2775249 (England and Wales)

AUDITORS:

Michael J Emery & Co Limited Chartered Accountants & Statutory

Auditors

22 St John Street Newport Pagnell Buckinghamshire MK16 8HJ

Report of the Directors for the Period 1 January 2010 to 30 June 2011

The directors present their report with the financial statements of the company for the period 1 January 2010 to 30 June 2011

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was that of management and training consultants

REVIEW OF BUSINESS

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

DIVIDENDS

The total distribution of dividends for the period ended 30 June 2011 will be £148,555

DIRECTORS

The directors shown below have held office during the whole of the period from 1 January 2010 to the date of this report

Dr C J Worsley Dr T W G Docker Ms A Muscat S Green Mrs J A Small

The interests of the directors in the shares of CITI Holdings Limited, the company's parent company, are disclosed in the accounts of that company

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors 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 AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information

AUDITORS

The auditors Michael J. Emery & Co Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting

Report of the Directors for the Period 1 January 2010 to 30 June 2011

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

ON BEHALF OF THE BOARD

Mrs J A Small - Secretary

Date

14 12.11

Report of the Independent Auditors to the Members of CITI Limited

We have audited the financial statements of CITI Limited for the period ended 30 June 2011 on pages six to fourteen. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the company's members, as a body, 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 members those matters we are required to state to them in a Report of the Auditors 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 explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 30 June 2011 and of its profit for the period 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

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements

Report of the Independent Auditors to the Members of CITI Limited

Matters on which we are required to report by exception

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 take advantage of the small companies' exemption in preparing the Report of the Directors

Michael J Emery (Senior Statutory Auditor)

for and on behalf of Michael J Emery & Co Limited

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Chartered Accountants & Statutory

Auditors

22 St John Street

Newport Pagnell

Buckinghamshire

MK16 8HJ

Date

CITI_Limited_

Profit and Loss Account for the Period 1 January 2010 to 30 June 2011

		Period	
		1 1 10 to 30 6 11	Year Ended 31 12 09
	Notes	£	£
TURNOVER	2	3 791,449	3,058,009
Cost of sales		1,313,961	826,025
GROSS PROFIT		2,477,488	2,231,984
Administrative expenses		1,641,972	3,104,150
		835,516	(872,166)
Other operating income		2,355	
OPERATING PROFIT/(LOSS)	4	837,871	(872,166)
Interest receivable and similar income		<u> </u>	985
		837,871	(871,181)
Interest payable and similar charges	5	580	17
PROFIT/(LOSS) ON ORDINARY ACTI	VITIES		
BEFORE TAXATION		837,291	(871,198)
Tax on profit/(loss) on ordinary activities	6	231,210	(216,454)
PROFIT/(LOSS) FOR THE FINANCIA	L PERIOD	606,081	(654,744)

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current period or previous year

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profit for the current period and the loss for the previous year

Balance Sheet 30 June 2011

		30 6 1	1	31 12	09
	Notes	£	£	£	£
FIXED ASSETS					
Intangible assets	8		-		-
Tangible assets	9		22,045		62,819
			22,045		62,819
CURRENT ASSETS					
Stocks	10	49,134		74,067	
Debtors	11	663,177		396,765	
Cash at bank and in hand		334,203		471	
		1,046,514		471,303	
CREDITORS					
Amounts falling due within one year	12	992,190		917,567	
NET CURRENT ASSETS/(LIABILIT	TIES)		54,324		(446,264)
TOTAL ASSETS LESS CURRENT					
LIABILITIES			76,369		(383,445)
PROVISIONS FOR LIABILITIES	15		2,288		-
NET ASSETS/(LIABILITIES)			74,081		(383,445)
CAPITAL AND RESERVES					
Called up share capital	16		9,500		9,500
Profit and loss account	17		64,581		(392,945)
SHAREHOLDERS' FUNDS	21		74,081		(383,445)

The financial statements were approved by the Board of Directors on its behalf by

9/12/2011

and were signed on

Dr T W G Docker - Director

Notes to the Financial Statements for the Period 1 January 2010 to 30 June 2011

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 represents net invoiced sales of services, excluding value added tax, adjusted for work in progress partially completed at selling price

Patents and licences

The company practice is to write off patent and licences over their expected estimated useful lives of 3 years

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Office equipment & furniture

- 25% on cost

Computer equipment

- 25% on cost and at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

Deferred tax

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

Research and development

Expenditure on research and development is written off in the year in which it is incurred

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 of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

Related party transactions

The company has taken advantage of exemptions within Financial Reporting Standard 8 in respect of disclosure of transactions with group undertakings

2 TURNOVER

The turnover and profit (2009 - loss) before taxation are attributable to the one principal activity of the company

An analysis of turnover by geographical market is given below

	Period	
	1 1 10	
	to	Year Ended
	30 6 11	31 12 09
	£	£
United Kingdom	3 791,449	3,058,009
	3 791 449	3 058,009

Notes to the Financial Statements - continued for the Period 1 January 2010 to 30 June 2011

3	STAFF COSTS		
J		Period	
		1 1 10	
		to	Year Ended
		30 6 11 £	31 12 09 £
	Wagan and palaries	1,099,856	1,767,246
	Wages and salaries Social security costs	121,137	174,186
	goodal security costs		
		1,220,993	1,941,432
	The average monthly number of employees during the period was as follows		
	The average monthly number of employees during the period was as tone we	Period	
		1 1 10	
		to	Year Ended
		30 6 11	31 12 09
	Directors	5	2
	All other staff	8	<u>29</u>
		13	31
			==
4	OPERATING PROFIT/(LOSS)		
	The operating profit (2009 - operating loss) is stated after charging/(crediting)		
		Period	
		1 1 10	
		to	Year Ended
		30 6 11	31 12 09
		£	£
	Depreciation - owned assets	40,871 485	266,285
	Loss on disposal of fixed assets	463 (7)	-
	Foreign exchange differences	====	=====
		202 212	
	Directors' remuneration	292,212	===
	Information regarding the highest paid director for the period ended 30 June 201	l is as follows	
		Period	
		1 1 10	
		to 30 6 11	
		£	
	Emoluments etc	78,346	
5	INTEREST PAYABLE AND SIMILAR CHARGES	D 1	
		Period 1-1-10	
		to	Year Ended
		30 6 11	31 12 09
		£	£
	Bank interest	580	17

Notes to the Financial Statements - continued for the Period 1 January 2010 to 30 June 2011

TAXATION

TAXATION		
Analysis of the tax charge/(credit) The tax charge/(credit) on the profit on ordinary activities for the period was as f	ollows	
The law changes (create) on the provincial ordinary accounts to the provincial state of the provincial	Period	
	1 1 10	
	to	Year Ended
	30 6 11	31 12 09 £
	£	£
Current tax UK corporation tax	228,922	_
Over provision prior year	220,722	(2)
Tax refundable	_	(200,331)
Total current tax	228,922	(200,333)
Deferred tax	2,288	(16,121)
	221 210	(216.454)
Tax on profit/(loss) on ordinary activities	231,210	(216,454)
Factors affecting the tax charge/(credit) The tax assessed for the period is lower than the standard rate of corporation texplained below	tax in the UK T	The difference is
	Period	
	1 1 10	
	to	Year Ended
	30 6 11	31 12 09
	£	£
Profit/(loss) on ordinary activities before tax	837,291	(871,198)
D C.//1		
Profit/(loss) on ordinary activities		
multiplied by the standard rate of corporation tax in the UK of 28% (2009 - 28 497%)	234,441	(248,265)
III the OK of 2070 (2007 - 20 47170)	20 .,	(= ::,=::)
Effects of		
Non deductible expenses	41,838	75,883
Capital allowances	(49,418)	(28,524)
Losses brought forward	2,019	-
	42	(2)
Overprovision prior year	42	(2)
Losses carried forward	_	575
Bossos curricu foi waru		
Current tax charge/(credit)	228,922	(200,333)

Notes to the Financial Statements - continued for the Period 1 January 2010 to 30 June 2011

7	DIVIDENDS			
			Period	
			1 1 10	Year Ended
			to 30 6 11	31 12 09
			£	£
	Ordinary non-voting shares of £1 each			
	Interim		148,555	120,000
8	INTANGIBLE FIXED ASSETS			
Ü	THE COURT OF THE PROPERTY OF T			Patents
				and
				licences
	COST			£
	At 1 January 2010			
	and 30 June 2011			12,500
	AMORTISATION			
	At 1 January 2010 and 30 June 2011			12,500
	and 50 Julie 2011			
	NET BOOK VALUE			
	At 30 June 2011			
	At 31 December 2009			
	At 51 Detember 2009			
9	TANGIBLE FIXED ASSETS			
		0.00		
		Office	Computer	
		equipment	Computer	Totals
			Computer equipment £	Totals £
	COST	equipment & furniture £	equipment £	£
	At 1 January 2010	equipment & furniture	equipment £ 629,717	£ 709,452
	At 1 January 2010 Additions	equipment & furniture £ 79,735	equipment £ 629,717 581	£ 709,452 581
	At 1 January 2010	equipment & furniture £	equipment £ 629,717	£ 709,452
	At 1 January 2010 Additions	equipment & furniture £ 79,735	equipment £ 629,717 581	£ 709,452 581
	At 1 January 2010 Additions Disposals At 30 June 2011	equipment & furniture £ 79,735 (17,237)	629,717 581 (130,595)	£ 709,452 581 (147,832)
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION	equipment & furniture £ 79,735 (17,237) 62,498	equipment £ 629,717 581 (130,595) 499,703	£ 709,452 581 (147,832) 562,201
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010	equipment & furniture £ 79,735 (17,237) 62,498 71,509	equipment £ 629,717 581 (130,595) 499,703	£ 709,452 581 (147,832)
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION	equipment & furniture £ 79,735 (17,237) 62,498	equipment £ 629,717 581 (130,595) 499,703	£ 709,452 581 (147,832) 562,201
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237)	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111)	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348)
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850	£ 709,452 581 (147,832) 562,201 646,633 40,871
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237)	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111)	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348)
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237)	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111)	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348)
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011 NET BOOK VALUE At 30 June 2011	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237) 60,293 2,205	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111) 479,863	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348) 540,156 22,045
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011 NET BOOK VALUE	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237) 60,293	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111) 479,863	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348) 540,156
	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011 NET BOOK VALUE At 30 June 2011	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237) 60,293 2,205	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111) 479,863	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348) 540,156 22,045
10	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011 NET BOOK VALUE At 30 June 2011	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237) 60,293 2,205	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111) 479,863	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348) 540,156 22,045
10	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011 NET BOOK VALUE At 30 June 2011 At 31 December 2009	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237) 60,293 2,205	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111) 479,863 19,840 54,593 30 6 11	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348) 540,156 22,045 62,819 31 12 09
10	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011 NET BOOK VALUE At 30 June 2011 At 31 December 2009 STOCKS	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237) 60,293 2,205	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111) 479,863 19,840 54,593 30 6 11 £	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348) 540,156 22,045 62,819 31 12 09 £
10	At 1 January 2010 Additions Disposals At 30 June 2011 DEPRECIATION At 1 January 2010 Charge for period Eliminated on disposal At 30 June 2011 NET BOOK VALUE At 30 June 2011 At 31 December 2009	equipment & furniture £ 79,735 (17,237) 62,498 71,509 6,021 (17,237) 60,293 2,205	equipment £ 629,717 581 (130,595) 499,703 575,124 34,850 (130,111) 479,863 19,840 54,593 30 6 11	£ 709,452 581 (147,832) 562,201 646,633 40,871 (147,348) 540,156 22,045 62,819 31 12 09

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continued

Notes to the Financial Statements - continued for the Period 1 January 2010 to 30 June 2011

11	DEBTORS. AMOUNTS FALLING DUE WITHIN ONE YEAR		
		30 6 11	31 12 09
		£	£
	Trade debtors	502,114	343,487
	Accrued income	136,008	26,546
	Other debtors	451	750
	Staff loans	-	2,080
		24,604	23,902
	Prepayments	24,004	
		662 177	206 765
		663,177	396,765
12	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	20 6 11	21 12 00
		30 6 11	31 12 09
		£	£
	Bank loans and overdrafts (see note 13)	-	59,082
	Trade creditors	56,907	21,123
	Amounts owed to group undertakings	498,450	653,263
	Tax	228,963	-
	Social security and other taxes	40,940	75,470
	VAT	79,330	23,761
	Other creditors	3,705	2,653
	Staff loans	40	, <u>-</u>
	Directors' current accounts	9,499	_
	Accruals and deferred income	74,356	82,215
	Accidats and deterred income		
		992,190	917,567
		====	=====
13	LOANS		
13	DOTERO		
	An analysis of the maturity of loans is given below		
	the ministry of terms to give a second		
		30 6 11	31 12 09
		£	£
	Amounts falling due within one year or on demand		
	Bank overdrafts	_	59,082
	Dalik Overgrans		====
14	OPERATING LEASE COMMITMENTS		
	The following operating lease payments are committed to be paid within one year		
		0	
			ther
			rating
		le	ases
		30 6 11	31 12 09
		£	51 12 09 £
		L	L

Expiring Between one and five years	34 600	34,600
PROVISIONS FOR LIABILITIES	30 6 11	31 12 09
Deferred tax	£ 2 288	£

15

34,600

Notes to the Financial Statements - continued for the Period 1 January 2010 to 30 June 2011

15 PROVISIONS FOR LIABILITIES - continued

	Movement 1 Balance at 3				Deferred tax £ 2,288
16	CALLED U	JP SHARE CAPITAL			
	Allotted, 188	ued and fully paid			
	Number	Class	Nominal value	30 6 11 £	31 12 09 £
	9,000	Ordinary non-voting	£1	9,000	9,000
	1,000	Ordinary A	50p	500	500
				9,500	9,500
17	RESERVE	s			Profit and loss account
	At 1 Januar				(392,945)
	Profit for th	e period			606,081
	Dividends				(148,555)
	At 30 June	2011			64,581

18 ULTIMATE PARENT COMPANY

Throughout the year the company was controlled by its parent company CITI Holdings Limited, a company which is controlled by its directors. Copies of group accounts can be obtained from Companies House

19 CONTINGENT LIABILITIES

The company has given an unscheduled mortgage debenture, incorporating a fixed and floating charge in respect of banking facilities granted to the company. There are also cross guarantees between group company members. The borrowings at 30th June 2011, covered by these guarantees, amounted to £0 (2009 - £8,334).

20 RELATED PARTY DISCLOSURES

Transactions with group companies are not disclosed in the Financial Statements in accordance with FRS8 as group financial statements are publicly available. Copies are available from the registered office of CITI Holdings Limited.

Projman SA invoices CITI Limited £0 (2009 - £2,133 during the year At the year end £0 (2009 - £2 133) was outstanding from CITI Limited to Projman SA Projman SA is owned 100% by Dr C Worsley

Dr C Worsley is a director of both Projman SA and CITI Limited

Notes to the Financial Statements - continued for the Period 1 January 2010 to 30 June 2011

21 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	30 6 11	31 12 09
	£	£
Profit/(Loss) for the financial period	606,081	(654,744)
Dividends	(148,555)	(120,000)
Net addition/(reduction) to shareholders' funds	457,526	(774,744)
Opening shareholders' funds	(383,445)	391,299
Closing shareholders' funds	74,081	(383,445)
		

22 APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements