

Company Number 2794615

ASHFORD BUSINESS CENTRE LIMITED

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 1997

FINN-KELCEY & CHAPMAN

Ashford House  
County Square  
Ashford  
Kent. TN23 1YB



ASHFORD BUSINESS CENTRE LIMITED

COMPANY INFORMATION

**DIRECTORS**

PFD Hewson  
CJ Ellis  
CJ Page  
TM Quirke  
MJ Hemingway (Resigned 8th August 1996)  
MJ Phippen  
D Lambert  
RF Roser (Resigned 13th February 1997)

**SECRETARY**

MJ Brown

**COMPANY NUMBER**

2794615

**REGISTERED OFFICE**

Ashford House  
County Square  
Ashford  
Kent. TN23 1YB

**AUDITORS**

FINN-KELCEY & CHAPMAN  
Ashford House  
County Square  
Ashford  
Kent. TN23 1YB

**BUSINESS ADDRESS**

Commerce House  
Waterbrook  
Sevington, Ashford  
Kent. TN24 0LH

**PRINCIPAL BANKERS**

Midland Bank plc  
39 High Street  
Ashford  
Kent. TN24 8TG

ASHFORD BUSINESS CENTRE LIMITED

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ASHFORD BUSINESS CENTRE LIMITED

REPORT OF THE DIRECTORS

The directors present their report and the financial statements for the year ended 31 March 1997.

**PRINCIPAL ACTIVITIES AND REVIEW OF THE BUSINESS**

To increase prosperity and employment opportunities by creating a favourable environment for new business ventures and existing businesses in the Borough of Ashford, and elsewhere in the County of Kent.

**RESULTS AND DIVIDENDS**

The results for the year are set out on page 4.

The directors do not recommend payment of a dividend.

**DIRECTORS**

The directors who served during the year were as stated below.

PFD Hewson  
CJ Ellis  
D Lambert  
CJ Page  
MJ Phippen  
MJ Hemingway (Resigned 8th August 1996)  
RF Roser (Resigned 13th February 1997)  
TM Quirke

**AUDITORS**

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Finn-Kelcey & Chapman be reappointed as auditors of the company will be put to the Annual General Meeting.

ASHFORD BUSINESS CENTRE LIMITED

REPORT OF THE DIRECTORS (CONTINUED)

**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;
- 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 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.

By Order of the Board



MJ Brown  
Secretary

23rd December 1997

ASHFORD BUSINESS CENTRE LIMITED

AUDITORS' REPORT  
TO THE MEMBERS OF ASHFORD BUSINESS CENTRE LIMITED

We have audited the financial statements on pages 4 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

**Respective responsibilities of directors and auditors**

As described on page 2 the company's 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 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 31 March 1997 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



FINN-KELCEY & CHAPMAN

23rd December 1997

Chartered Accountants  
Registered Auditors

Ashford House  
County Square  
Ashford  
Kent. TN23 1YB

ASHFORD BUSINESS CENTRE LIMITED

PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31ST MARCH 1997

	Notes	1997 £	1996 £
TURNOVER	2	219,355	172,865
COST OF SALES		(27,187)	(21,844)
GROSS PROFIT		192,168	151,021
ADMINISTRATIVE EXPENSES		(218,968)	(153,623)
OPERATING LOSS	3	(26,800)	(2,602)
Other interest receivable and similar income	4	1,371	691
Interest payable and similar charges	5	(1,206)	(759)
LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION		(26,635)	(2,670)
Tax on loss on ordinary activities	6	329	173
LOSS FOR THE FINANCIAL YEAR	12	£ (26,964)	£ (2,843)

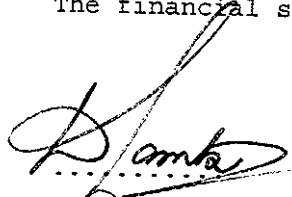
There are no recognised gains and losses other than those passing through the profit and loss account.

ASHFORD BUSINESS CENTRE LIMITED

BALANCE SHEET AS AT 31ST MARCH 1997

	Notes	1997 £	1996 £
<b>FIXED ASSETS</b>			
Tangible assets	7	373,248	375,538
<b>CURRENT ASSETS</b>			
Debtors	8	22,304	37,890
Cash at bank and in hand		14,930	20,697
		<u>37,234</u>	<u>58,587</u>
<b>CREDITORS: amounts falling due within one year</b>	9	<u>(52,686)</u>	<u>(56,763)</u>
<b>NET CURRENT LIABILITIES</b>		<u>(15,452)</u>	<u>1,824</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>357,796</u>	<u>377,362</u>
<b>CREDITORS: amounts falling due after more than one year</b>	10	(79,560)	(65,000)
<b>PROVISION FOR LIABILITIES AND CHARGES</b>		<u>(295,162)</u>	<u>(302,324)</u>
		<u>£ (16,926)</u>	<u>£ 10,038</u>
<b>CAPITAL AND RESERVES</b>			
Profit and loss account	12	<u>(16,926)</u>	<u>10,038</u>
<b>MEMBERS' FUNDS</b>	13	<u>£ (16,926)</u>	<u>£ 10,038</u>

The financial statements were approved by the Board on 23rd December 1997.

  
.....  
Director

  
.....  
Director



ASHFORD BUSINESS CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 1997

1. ACCOUNTING POLICIES

1.1 ACCOUNTING CONVENTION

The financial statements are prepared under the historical cost convention and include the results of the company's operations as indicated in the directors' report, all of which are continuing.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

1.2 GOING CONCERN

The financial statements have been prepared on a going concern basis notwithstanding the existence of net current liabilities at the year end. However, the directors have had regard to the available cashflow information for a period of not less than twelve months from the date of approval of these financial statements, and based thereon are satisfied that the company will continue to operate satisfactorily within available cash flows.

1.3 TURNOVER

Turnover represents amounts receivable for services provided in the UK net of VAT, having been credited to the profit and loss account in full when invoiced.

1.4 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold properties	-	Straight line over the life of the lease
Office equipment	-	20% Straight line
Fixtures, fittings and equipment	-	12.5% Straight line

1.5 PENSIONS

The pension costs charged in the financial statements represent the contributions payable by the company during the year in accordance with SSAP 24.

1.6 GRANTS

Grants are credited to deferred revenue. Grants towards capital expenditure are released to the profit and loss account over the expected useful life of the assets. Grants towards revenue expenditure are released to the profit and loss account as the related expenditure is incurred.

ASHFORD BUSINESS CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 1997

2.     **TURNOVER**

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the U.K.

3.     **OPERATING LOSS**

Operating loss is stated after charging:

	1997 £	1996 £
Depreciation of tangible assets	12,341	11,369
Auditors' remuneration	2,250	1,000
	<u>          </u>	<u>          </u>

4.     **OTHER INTEREST RECEIVABLE AND SIMILAR INCOME**

Bank interest receivable

	1997 £	1996 £
Bank interest receivable	1,371	691
	<u>          </u>	<u>          </u>

5.     **INTEREST PAYABLE**

On bank loans and overdrafts

	1997 £	1996 £
On bank loans and overdrafts	1,206	759
	<u>          </u>	<u>          </u>
	£ 1,206	£ 759
	<u>          </u>	<u>          </u>

6.     **TAXATION**

U.K. Current year taxation

U.K. Corporation tax at 24% (1996 - 25%)

	1997 £	1996 £
U.K. Current year taxation	329	173
U.K. Corporation tax at 24% (1996 - 25%)	<u>          </u>	<u>          </u>

ASHFORD BUSINESS CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 1997

7. TANGIBLE ASSETS

	Land and buildings Leasehold (long)	Office equipment	Fixtures, fittings & equipment	Total
	£	£	£	£
Cost				
At 1 April 1996	369,604	7,524	18,133	395,261
Additions	-	5,837	4,214	10,051
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 1997	369,604	13,361	22,347	405,312
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 1996	12,788	2,766	4,169	19,723
Charge for year	7,429	2,436	2,476	12,341
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 1997	20,217	5,202	6,645	32,064
	<hr/>	<hr/>	<hr/>	<hr/>
Net book values				
At 31 March 1997	£ 349,387	£ 8,159	£ 15,702	£ 373,248
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 1996	£ 356,816	£ 4,758	£ 13,964	£ 375,538
	<hr/>	<hr/>	<hr/>	<hr/>

8. DEBTORS

	1997 £	1996 £
Trade debtors	21,481	35,305
Prepayments and accrued income	823	2,585
	<hr/>	<hr/>
	£ 22,304	£ 37,890
	<hr/>	<hr/>

9. CREDITORS: amounts falling due  
within one year

	1997 £	1996 £
Bank loans and overdrafts	8,440	-
Trade creditors	9,269	19,337
Corporation tax	329	173
Other taxes and social security costs	5,985	5,446
Other creditors	1,226	3,924
Accruals and deferred income	27,437	27,883
	<hr/>	<hr/>
	£ 52,686	£ 56,763
	<hr/>	<hr/>

ASHFORD BUSINESS CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 1997

10.	CREDITORS: amounts falling due after more than one year	1997 £	1996 £
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Loans

Not wholly repayable within five years  
by instalments

Bank Loan

30,000	30,000
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Wholly repayable within five years

58,000	35,000
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Included in current liabilities

88,000	65,000
(8,440)	-

£ 79,560	£ 65,000
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Instalments not due within five years

£ 7,000	£ 13,000
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The bank loan is secured by a fixed charge over the leasehold property, with interest charged at 2% below base rate. All other loans are interest free.

Analysis of debt due after more than one year

Repayable between one and two years

46,280	8,440
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Repayable between two and five years

26,280	43,560
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Repayable after five years

7,000	13,000
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£ 79,560	£ 65,000
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11. COMPANY STATUS

The Company is limited by guarantee and does not have a share capital. The liability of members in the event of a winding up is limited to £10.

12. PROFIT AND LOSS ACCOUNT

1997 £	1996 £
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Retained profits at 1 April 1996

10,038	12,881
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Retained loss for the year

(26,964)	(2,843)
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Accumulated losses at 31 March 1997

£ (16,926)	£ 10,038
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ASHFORD BUSINESS CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 1997

13. RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS

	1997	1996
	£	£
Loss for the financial year	(26,964)	(2,843)
Opening members' funds	10,038	12,881
Closing members' funds	<u>£ (16,926)</u>	<u>£ 10,038</u>

14. DIRECTORS

	1997	1996
	£	£
Remuneration		
Emoluments	<u>36,015</u>	<u>38,904</u>

15. EMPLOYEES

Number of employees

The average weekly number of employees (including directors) during the year was:

	1997	1996
	Number	Number
Administration	<u>9</u>	<u>7</u>
Employment costs		
	£	£
Wages and salaries	142,313	91,849
Social security costs	10,170	6,563
Other pension costs	2,697	2,904
	<u>£ 155,180</u>	<u>£ 101,316</u>