

**BEWLEY RECRUITMENT LIMITED**  
**REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31ST DECEMBER 1998**



# BEWLEY RECRUITMENT LIMITED

## CONTENTS

Company information	2
Directors' report	3
Accountants' report	4
Profit and loss account	5
Balance sheet	6
Notes to the financial statements	7 - 9
Detailed profit and loss account - for management information only.	10

**BEWLEY RECRUITMENT LIMITED**

**DIRECTORS AND PROFESSIONAL ADVISORS**

**Directors**

J Bewley  
S J Bewley  
C Wilson

**Secretary**

S J Bewley

**Bankers**

Bank of Scotland  
38 Threadneedle Street  
London

**Registered Office**

Crown House  
37-41 Prince Street  
Bristol  
BS1 4PS

**Registered Number**

2877252

**BEWLEY RECRUITMENT LIMITED**

**DIRECTORS' REPORT**

The directors submit their report and financial statements for the year ended 31st December 1998.

**REVIEW OF BUSINESS**

The principal activity of the company is the recruitment of staff for the legal profession and this activity continued throughout the year.

**DIRECTORS AND THEIR INTERESTS**

The directors and their interest in the ordinary share capital of the company during the year was:-

	At 31st December 1998 Ordinary shares	At 31st December 1997 Ordinary shares
J Bewley	80	80
S J Bewley	10	10
C Wilson	10	10

**SMALL COMPANY EXEMPTION**

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

SIGNED ON BEHALF OF THE  
BOARD OF DIRECTORS



.....  
J. BEWLEY  
DIRECTOR

27. 8. 99

.....  
DATE

**Newland Mallett Garner Woodbury & Co**

Chartered Accountants

Crown House

37/41 Prince Street

Bristol

BS1 4PS

Telephone 0117 927 7702

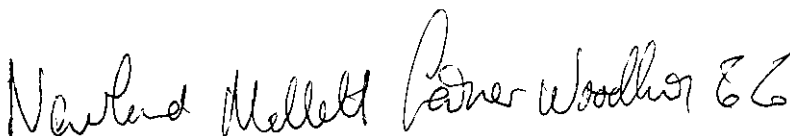
Facsimile 0117 922 5191

E-Mail: info@nmgw.co.uk

**ACCOUNTANTS' REPORT ON THE UNAUDITED ACCOUNTS**

**TO THE DIRECTORS OF BEWLEY RECRUITMENT LIMITED**

As described on the balance sheet, you are responsible for the preparation of the accounts for the year ended 31st December 1998, set out on pages 5 to 10 and you consider that the company is exempt from an audit. In accordance with your instructions we have compiled these unaudited accounts in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.



Newland Mallett Garner Woodbury & Co  
Chartered Accountants

27<sup>th</sup> August 1999

**BEWLEY RECRUITMENT LIMITED**
**PROFIT AND LOSS ACCOUNT**
**For the year ended 31st December 1998**

	<b>Note</b>	<b>1998</b>	<b>1997</b>
		<b>£</b>	<b>£</b>
<b>TURNOVER</b>	<b>2</b>	<b>216,849</b>	<b>219,653</b>
Administrative expenses		<u>( 182,288 )</u>	<u>( 202,605 )</u>
<b>OPERATING PROFIT</b>	<b>3</b>	<b>34,561</b>	<b>17,048</b>
Interest receivable		<u>1,532</u>	<u>1,520</u>
<b>PROFIT on ordinary activities before taxation</b>		<b>36,093</b>	<b>18,568</b>
Taxation		<u>( 8,000 )</u>	<u>( 2,752 )</u>
<b>PROFIT for the financial year after taxation</b>		<b>28,093</b>	<b>15,816</b>
Dividend paid		<u>( 17,000 )</u>	<u>( 5,000 )</u>
<b>Retained profit brought forward</b>		<u><b>4,924</b></u>	<u><b>( 5,892 )</b></u>
<b>Retained profit carried forward</b>		<u><b>16,017</b></u>	<u><b>4,924</b></u>

**CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the above two financial years.

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the loss for the above two financial periods.

BEWLEY RECRUITMENT LIMITED

BALANCE SHEET

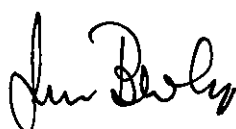
As at 31st December 1998

		1998		1997	
	Note	£	£	£	£
<b>FIXED ASSETS</b>	4		3,073		6,929
<b>CURRENT ASSETS</b>					
Debtors	5	54,102		22,463	
Cash at bank and in hand		<u>31,993</u>		<u>19,101</u>	
		86,095		41,564	
<b>CREDITORS: amounts falling due within one year</b>	6	( 73,051 )		( 43,469 )	
<b>Net current assets/(liabilities)</b>			<u>13,044</u>		<u>( 1,905 )</u>
<b>Total assets less current liabilities</b>			<u>16,117</u>		<u>5,024</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	7		100		100
Profit and loss account			<u>16,017</u>		<u>4,924</u>
<b>Shareholders' funds</b>	8		<u>16,117</u>		<u>5,024</u>

For the financial year ended 31st December 1998, the company was entitled to exemption from audit under section 249 (1) Companies Act 1985; and no notice has been deposited under section 249B (2). The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Companies Act 1985, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed



J. BEWLEY  
DIRECTOR

DATE 27.8.99.

BEWLEY RECRUITMENT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 1998

1. PRINCIPAL ACCOUNTING POLICIES

(a) Basis of accounting

All items are stated in the financial statements under the historical cost accounting rules.

(b) Depreciation

Depreciation is calculated so as to write off the cost of tangible fixed assets by equal annual instalments over their estimated useful lives at the following rates:-

Office Equipment	25%
Motor vehicles	25%

(c) Cash flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1, "Cash Flow Statements".

2. TURNOVER

Turnover represents amounts invoiced by the company in respect of recruitment fees during the year, excluding value added tax and trade discounts.

3. OPERATING PROFIT

	1998	1997
	£	£
The operating profit is stated after charging:		
Directors' emoluments (including pension)	117,926	64,996
Depreciation - owned assets	<u>3,856</u>	<u>3,535</u>



**BEWLEY RECRUITMENT LIMITED**
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 31st December 1998**
**(continued)**
**4. FIXED ASSETS**

	Motor vehicles £	Office equipment £	Total £
<b>COST</b>			
As at 1st January 1998	8,995	6,428	15,423
Additions	-	-	-
As at 31st December 1998	<u>8,995</u>	<u>6,428</u>	<u>15,423</u>
<b>DEPRECIATION</b>			
As at 1st January 1998	5,060	3,434	8,494
Charge for year	2,249	1,607	3,856
As at 31st December 1998	<u>7,309</u>	<u>5,041</u>	<u>12,350</u>
<b>NET BOOK VALUE</b>			
As at 31st December 1998	<u>1,686</u>	<u>1,387</u>	<u>3,073</u>
As at 31st December 1997	<u>3,935</u>	<u>2,994</u>	<u>6,929</u>

**5. DEBTORS**

	1998 £	1997 £
Trade Debtors	48,028	22,463
Other debtors	<u>6,074</u>	<u>-</u>
	<u>54,102</u>	<u>22,463</u>

**BEWLEY RECRUITMENT LIMITED**
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 31st December 1998**
**(continued)**
**6. CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	1,652
Accruals	23,500	6,600
Other creditors including taxation and social security	16,318	7,232
Corporation tax	8,000	2,752
Director's loan	<u>25,233</u>	<u>25,233</u>
	<u>73,051</u>	<u>43,469</u>

**7. CALLED UP SHARE CAPITAL**

	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
Authorised 100 ordinary shares of £1 each	100	100
Allotted, called up and fully paid 100 ordinary shares of £1 each	<u>100</u>	<u>100</u>

**8. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS**

	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
Opening shareholders' funds	5,024	( 5,792 )
Profit for the financial year after taxation	28,093	15,816
Dividends	<u>( 17,000 )</u>	<u>( 5,000 )</u>
Closing shareholders' funds	<u>16,117</u>	<u>5,024</u>

**9. RELATED PARTY TRANSACTION**

At the year end Mr J Bewley, a director, was owed by the company £25,233 (1997: £25,233).