Registered number: 02987532

### **AGENCY 2000 LIMITED**

# DIRECTORS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

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#### **COMPANY INFORMATION**

**DIRECTORS** 

I McLaven

**G Matthews** 

**COMPANY SECRETARY** 

Mrs A McLaven

**COMPANY NUMBER** 

02987532

**REGISTERED OFFICE** 

Sovereign House 15 Towcester Road

Old Stratford Milton Keynes MK19 6AN

**AUDITORS** 

Thompson Balch Ltd

Chartered Accountants & Registered Auditors

Sovereign House 15 Towcester Road Old Stratford

Milton Keynes MK19 6AN

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## DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2008

The directors present their report and the financial statements for the year ended 31 December 2008.

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report 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). The financial statements are required by law to 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 judgments 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 that 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.

#### **PRINCIPAL ACTIVITIES**

The principal activity of the company continues to be that of an employment agency.

#### **BUSINESS REVIEW**

The directors are satisfied with the results of the business for the year given the difficult economic climate.

#### **RESULTS AND DIVIDENDS**

The profit for the year, after taxation, amounted to £3,050 (2007 - £44,312).

The directors recommended a £8.72 (2007:£8.72) per share dividend during the year.

#### **DIRECTORS**

The directors who served during the year and their interests in the Company's issued share capital were:

Ordinary shares of £1 each			
31/12/08	1/1/08		
6,304	6,304		
6,304	6,304		

I McLaven G Matthews

#### DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2008

#### **EMPLOYEE INVOLVEMENT**

The company employees of the company attend a quarterly meeting to discuss the financial results of the previous quarter to develop and maintain consultation with them on a regular basis.

#### **DISABLED EMPLOYEES**

It is the company policy to support the employment and retention of disabled people wherever possible, to provide equal oppurtunities for appropriate training, career development and promotion to all employees without discrimination of any kind, and to act positively to prevent injury, ill health, damage or loss arising from operations.

#### PROVISION OF INFORMATION TO AUDITORS

Each of the persons who are directors at the time when this Directors' Report is approved has confirmed that:

- so far as that director is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- that director has taken all the steps that ought to have been taken as a director in order to be aware of any
  information needed by the Company's auditors in connection with preparing their report and to establish that
  the Company's auditors are aware of that information.

#### **AUDITORS**

The auditors, Thompson Balch Ltd, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

This report was approved by the board and signed on its behalf.

1 McLaven Director

Date: 19 March 2009

#### INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF AGENCY 2000 LIMITED

We have audited the financial statements of Agency 2000 Limited for the year ended 31 December 2008, set out on pages 5 to 15. These financial statements have been prepared in accordance with 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 Auditors' 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 financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) 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 International Standards on Auditing (UK and Ireland).

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 whether in our opinion the information given in the Directors' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, 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 other transactions 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 International Standards on Auditing (UK and Ireland) 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 TO THE SHAREHOLDERS OF AGENCY 2000 LIMITED

#### **OPINION**

#### In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 December 2008 and of its profit for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.

THOMPSON BALCH LTD

Chartered Accountants Registered Auditors

Sovereign House 15 Towcester Road Old Stratford Milton Keynes MK19 6AN

19 March 2009

# PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2008

	Note	2008 £	2007 £
TURNOVER		8,407,335	8,699,966
Cost of sales		(6,769,800)	(6,771,381)
GROSS PROFIT		1,637,535	1,928,585
Administrative expenses		(1,792,615)	(2,042,660)
Other operating income	3	164,011	189,599
OPERATING PROFIT	4	8,931	75,524
Interest receivable		2	2
Interest payable	7	(3,103)	(6,720)
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		5,830	68,806
Tax on profit on ordinary activities	8	(2,780)	(24,494)
PROFIT FOR THE FINANCIAL YEAR	14	3,050	44,312

All amounts relate to continuing operations.

There were no recognised gains and losses for 2008 or 2007 other than those included in the Profit and Loss Account.

The notes on pages 8 to 15 form part of these financial statements.

## BALANCE SHEET AS AT 31 DECEMBER 2008

		2008	3	2007	7
	Note	£	£	£	£
FIXED ASSETS					
Tangible fixed assets	9		102,353		116,516
CURRENT ASSETS					
Debtors	10	1,916,847		1,862,625	
Cash at bank and in hand		29,438		17,423	
		1,946,285		1,880,048	
CREDITORS: amounts falling due within one year	11	(1,534,762)		(1,364,384)	
NET CURRENT ASSETS			411,523		515,664
TOTAL ASSETS LESS CURRENT LIABILIT	TIES	-	513,876	-	632,180
CREDITORS: amounts falling due after more than one year	12	_	(43,158)	_	(54,512)
NET ASSETS		_	470,718	-	577,668
CAPITAL AND RESERVES		•		_	
Called up share capital	13		12,608		12,608
Profit and loss account	14	<u>-</u>	458,110	_	565,060
SHAREHOLDERS' FUNDS	15		470,718	<u>.</u>	577,668

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

G Matthews Director

Date: 19 March 2009

The notes on pages 8 to 15 form part of these financial statements.

# CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2008

	Note	2008 £	2007 £
Net cash flow from operating activities	17	(5,016)	96,278
Returns on investments and servicing of finance	18	(3,101)	(6,718)
Taxation		(18,039)	(49,769)
Capital expenditure and financial investment	18	(20,399)	(57,594)
Equity dividends paid		(110,000)	(110,000)
CASH OUTFLOW BEFORE FINANCING		(156,555)	(127,803)
Financing	18	(13,114)	24,812
DECREASE IN CASH IN THE YEAR		(169,669)	(102,991)

# RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS/DEBT FOR THE YEAR ENDED 31 DECEMBER 2008

	2008 £	2007 £
Decrease in cash in the year	(169,669)	(102,991)
Cash outflow/(inflow) from decrease/(increase) in debt and lease financing	13,114	(24,812)
CHANGE IN NET DEBT RESULTING FROM CASH FLOWS	(156,555)	(127,803)
Other non-cash changes	-	2
MOVEMENT IN NET DEBT IN THE YEAR	(156,555)	(127,801)
Net debt at 1 January 2008	(858,652)	(730,851)
NET DEBT AT 31 DECEMBER 2008	(1,015,207)	(858,652)

The notes on pages 8 to 15 form part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

#### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

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

#### 1.2 Turnover

Turnover comprises revenue recognised by the company in respect of goods and services supplied, exclusive of Value Added Tax and trade discounts.

#### 1.3 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 of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

S/Term Leasehold Property - 25% reducing balance
Motor Vehicles - 25% reducing balance
Office Equipment - 25% reducing balance

#### 1.4 Leasing and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Profit and Loss Account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

#### 1.5 Operating leases

Rentals under operating leases are charged on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

#### 1.6 Pensions

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

The company contributes to personal pension plans of emplyees of the company.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

2.	TURNOVER		
	All turnover arose within the United Kingdom.		
3.	OTHER OPERATING INCOME		
		2008	2007
		£	£
	Sundry income	164,011 	189,599
4.	OPERATING PROFIT		
	The operating profit is stated after charging:		
		2008	2007
		£	£
	Depreciation of tangible fixed assets:	7 620	14,116
	- owned by the company - held under finance leases	7,628 26,934	30,881
	Auditors' remuneration	11,576	11,211
	Operating lease rentals:	22.725	00.704
	<ul> <li>plant and machinery</li> <li>other operating leases</li> </ul>	22,765 83,756	22,721 156,875
5.	STAFF COSTS		
	Staff costs, including directors' remuneration, were as follows:		
		2008 £	2007 £
	Wages and salaries	7,336,029	7,378,110
	Social security costs	479,973 43,834	514,597
	Other pension costs	13,834	11,321
		7,829,836	7,904,028
	The average monthly number of employees, including the director	rs, during the year was a	s follows:
		2008	2007
		No.	No.
	Management	6	6
	Consultants Temperary stoff	20 552	25 614
	Temporary staff Admin	5	014
	<del></del>		
		583	645

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

6.	DIRECTORS' REMUNERATION		
		2008 £	2007 £
	Emoluments	91,488	86,683
	Company pension contributions to money purchase pension schemes	3,096	3,096
	During the year retirement benefits were accruing to 2 directors (2007 pension schemes.	- 2) in respect of mo	oney purchase
7.	INTEREST PAYABLE		
		2008 £	2007 £
	On bank loans and overdrafts On finance leases and hire purchase contracts	791 2,312	835 5,885
		3,103	6,720
8.	TAXATION		
		2008 £	2007 £
	Analysis of tax charge in the year		
	UK corporation tax charge on profit for the year Adjustments in respect of prior periods	2,741 39	18,000 6,494
	Tax on profit on ordinary activities	2,780	24,494

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

#### 8. TAXATION (continued)

#### Factors affecting tax charge for the year

The tax assessed for the year is lower than (2007 - lower than) the standard rate of corporation tax in the UK (21%). The differences are explained below:

	2008 £	2007 £
Profit on ordinary activities before tax	5,830 ————	68,806
Profit on ordinary activities multiplied by standard rate of corporation tax in the UK of 21% (2007 - 20%)	1,166	13,761
Effects of:		
Expenses not deductible for tax purposes	1,575	4,239
Adjustments to tax charge in respect of prior periods	39	6,494
Current tax charge for the year (see note above)	2,780	24,494

#### Factors that may affect future tax charges

There were no factors that may affect future tax charges.

#### 9. OTHER FIXED ASSETS

	Land and		Furniture, fittings and	
	buildings £	Motor vehicles £	equipment £	Total £
Cost				
At 1 January 2008	14,318	154,597	122,389	291,304
Additions	-	16,295	4,104	20,399
At 31 December 2008	14,318	170,892	126,493	311,703
Depreciation			•	
At 1 January 2008	12,677	62,428	99,683	174,788
Charge for the year	410	26,934	7,218	34,562
At 31 December 2008	13,087	89,362	106,901	209,350
Net book value				
At 31 December 2008	1,231	81,530	19,592	102,353
At 31 December 2007	1,641	92,169	22,706	116,516

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

#### 9. OTHER FIXED ASSETS (continued)

The net book value of assets held under finance leases or hire purchase contracts, included above, are as follows:

		2008 £	2007 £
	Motor vehicles	54,149	55,904
10.	DEBTORS		
		2008 £	2007 £
	Trade debtors	1,795,144	1,762,281
	Other debtors Prepayments and accrued income	81,133 40,570	73,183 27,161
		1,916,847	1,862,625
11.	CREDITORS: Amounts falling due within one year		
		2008 £	2007 £
	Bank loans and overdrafts	976,631	794,947
	Net obligations under finance leases and hire purchase contracts	24,856	26,616 18,000
	Corporation tax Social security and other taxes	2,741 513,621	511,449
	Other creditors	•	755
	Accruals and deferred income	16,913	12,617
		1,534,762	1,364,384
		<del></del>	

Limited Guarantee given by Mr G A Matthews and Mr I N Mclaven for £20,000 to Barclays Bank dated 29th July 1996.

#### 12. CREDITORS:

Amounts falling due after more than one year

	2008	2007
	£	£
Net obligations under finance leases and hire purchase contracts	43,158	54,512
	<del></del>	

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

12.	CREDITORS: Amounts falling due after more than one year (continued)			
	Obligations under finance leases and hire purchase contracts, included above, are payable as follows:			
		2008 £	2007 £	
	Between one and five years	43,158	54,512 ————	
13.	SHARE CAPITAL			
		2008 £	2007 £	
	Authorised			
	100,000 Ordinary shares of £1 each	100,000	100,000	
	Allotted, called up and fully paid			
	12,608 Ordinary shares of £1 each	12,608	12,608 ————	
14.	RESERVES		Profit and loss account	
			£	
	At 1 January 2008		565,060	
	Profit for the year Dividends: Equity capital		3,050 (110,000)	
	At 31 December 2008		458,110	
15.	RECONCILIATION OF MOVEMENT IN SHAREHOLDERS' FUNDS			
		2008 £	2007 £	
	Opening shareholders' funds	577,668	643,356	
	Profit for the year	3,050	44,312	
	Dividends (Note )	(110,000)	(110,000)	
	Closing shareholders' funds	470,718	577,668	

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

16.	DIVIDENDS		
		2008 £	2007 £
	Dividends paid on equity capital	110,000	110,000
	On 7 April 2008 the directors proposed a dividend of £110,000.		
17.	NET CASH FLOW FROM OPERATING ACTIVITIES		
		2008 £	2007 £
	Operating profit Depreciation of tangible fixed assets Profit on disposal of tangible fixed assets	8,931 34,562 -	75,524 44,993 (1,893)
	Increase in debtors Increase in creditors	(54,222) 5,713	(35,402) 13,056
	Net cash (outflow)/inflow from operations	(5,016)	96,278
18.	ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN CASH FL	OW STATEMENT	
		2008 £	2007 £
	Returns on investments and servicing of finance		
	Interest received Interest paid Hire purchase interest	2 (791) (2,312)	2 (835) (5,885)
	Net cash outflow from returns on investments and servicing of finance	(3,101)	(6,718)
		2008 £	2007 £
	Capital expenditure and financial investment		
	Purchase of tangible fixed assets Sale of tangible fixed assets	(20,399)	(97,594) 40,000
	Net cash outflow from capital expenditure	(20,399)	(57,594)
		2008 £	2007 £
	Financing (Repayment of)/new finance leases	(13,114)	24,812

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008

#### 19. ANALYSIS OF CHANGES IN NET DEBT

	1 January 2008 £	Cash flow	Other non-cash changes £	31 December 2008 £
Cash at bank and in hand:	17,423	12,015	-	29,438
Bank overdraft	(794,947)	(181,684)	-	(976,631)
	(777,524)	(169,669)	-	(947,193)
Debt:				
Finance leases	(81,128)	13,114	-	(68,014)
Net debt	(858,652)	(156,555)		(1,015,207)

#### 20. PENSION COMMITMENTS

The company is committed to paying equivalent contributions into the Directors' and Employees Personal Pension Schemes.

#### 21. OPERATING LEASE COMMITMENTS

At 31 December 2008 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2008	2007	2008	2007
	£	£	£	£
Expiry date:				
Within 1 year	36,941	49,863	13,094	19,056
Between 2 and 5 years	63,089	80,839	4,500	13,094
After more than 5 years	49,150	62,575	•	4,500

#### DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2008

	Page	2008 £	2007 £
TURNOVER	17	8,407,335	8,699,966
Cost of sales	17	(6,769,800)	(6,771,381)
GROSS PROFIT		1,637,535	1,928,585
Other operating income	17	164,011	189,599
		1,801,546	2,118,184
LESS: OVERHEADS			
Administration expenses	17	(1,792,615)	(2,042,660)
OPERATING PROFIT		8,931	75,524
Interest receivable	18	2	2
Interest payable	18	(3,103)	(6,720)
PROFIT FOR THE YEAR		5,830	68,806

# SCHEDULE TO THE DETAILED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2008

	2008 £	2007 £
TURNOVER	_	
Sales - UK - Temporary Sales - UK - Permanent Rent receivable - UK	8,053,345 347,685 6,305	8,292,277 316,369 91,320
	8,407,335	8,699,966
	2008	2007
0007.05.041.50	£	£
COST OF SALES		
Wages and salaries	6,389,014 268,442	6,356,966 408,913
National insurance Consumables	368,442 12,344	5,502
	6,769,800	6,771,381
	2008	2007
	£	£
OTHER OPERATING INCOME		
Sundry income	164,011 	189,599
	0000	0007
	2008 £	2007 £
ADMINISTRATION EXPENSES	~	_
Directors salaries	91,488	86,683
Directors pension costs	3,096	3,096
Staff salaries	855,527	934,461
Staff private health insurance	5,786	5,184
Staff National Insurance Staff pensions	111,531 10,738	105,684 8,225
Staff training	600	3,621
Staff welfare	17,376	13,383
Motor running costs	270,289	327,553
Motor vehicle leasing	22,765	22,721
Entertainment	4,691	14,242
Printing and stationery	14,001	20,729
Postage Followbone and fav	9,197 35,040	9,502
Telephone and fax Computer costs	35,040 7,044	40,618 13,096
Advertising and promotion	34,092	27,066
Legal and professional	3,056	11,605
Auditors' remuneration	11,576	11,211
Sub-total carried forward	1,507,893	1,658,680

# SCHEDULE TO THE DETAILED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
ADMINISTRATION EXPENSES (continued)	£	£
Sub-total brought forward	1,507,893	1,658,680
_	•	
Auditors' remuneration - non-audit	5,912	6,000
Bank charges	66,926 27,894	56,577 49,171
Bad debts Discounts allowed	37,894	49,171 118
Sundry expenses	- 11,890	7,891
Rent - operating leases	83,756	156,875
Rates	23,057	33,485
Light and heat	6,687	18,684
Cleaning	4,877	4,655
Insurances	2,978	2,108
Repairs and maintenance	6,181	5,316
Depreciation - motor vehicles	26,934	36,871
Depreciation - office equipment	7,220	7,575
Depreciation - leasehold property	410	547
Profit/loss on sale of tangible assets	-	(1,893)
	1,792,615	2,042,660
	2008	2007
	£	£
INTEREST RECEIVABLE		
Bank interest receivable	2	2
	2008	2007
	£	£
INTEREST PAYABLE		
Bank overdraft interest payable	791	835
Hire purchase interest payable	2,312	5,885
	3,103	6,720