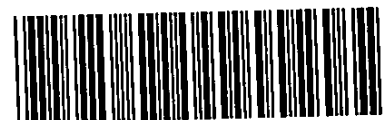


**REGISTERED NUMBER: 02438345 (England and Wales)**

**ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2013  
FOR  
GUIDELINE LIFT SERVICES LIMITED**

**Gary Sargeant + Company  
Chartered Accountants  
5 White Oak Square  
London Road  
Swanley  
Kent  
BR8 7AG**

**FRIDAY**



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31/01/2014  
COMPANIES HOUSE**

**CONTENTS OF THE ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2013**

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**GUIDELINE LIFT SERVICES LIMITED**

**COMPANY INFORMATION  
FOR THE YEAR ENDED 30 JUNE 2013**

**DIRECTORS:** S D Jephart  
T P Jephart  
E A Knight  
L A Willsey  
S C Brown

**SECRETARY:** L A Willsey

**REGISTERED OFFICE:** Unit C, White Oak Technology Park,  
London Road  
Swanley  
Kent  
BR8 7AG

**REGISTERED NUMBER:** 02438345 (England and Wales)

**AUDITORS:** Gary Sargeant + Company  
Chartered Accountants  
and Statutory Auditors  
5 White Oak Square  
London Road  
Swanley  
Kent  
BR8 7AG

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**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 30 JUNE 2013**

The directors present their report with the accounts of the company for the year ended 30 June 2013.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of lift installation, repair and servicing engineers

**REVIEW OF BUSINESS**

At the end of 2012 the director's aim was to continue to grow and increase profitability in 2013. In 2013 there has been an increase in turnover of 1%, the directors are happy that they have also been able to manage costs to achieve similar gross and net profit percentages to 2012. The company's bank balance has also remained healthy throughout the year.

For 2014 the directors hope to grow and increase profitability.

The company's principal financial instruments comprise bank balances, trade creditors, trade debtors and finance lease agreements. The main purpose of these instruments is to raise funds for the company's operations and to finance the company's operations.

Due to the nature of the financial instruments used by the company there is no exposure to price risk. The company's approach to managing other risks applicable to the financial instruments concerned is shown below.

In terms of bank balances, the liquidity risk is managed by maintaining a balance between the continuity of funding and flexibility through the use of overdrafts at agreed rates of interest. The company makes the use of money market facilities when funds are available.

The company is a lessee in respect of finance leased assets. The liquidity risk is managed by ensuring that there are sufficient funds to meet the payments.

Trade debtors are managed in respect of credit and cash flow risk by policies concerning the credit offered to customers and the regular monitoring of amounts outstanding for both time and credit limits.

Trade creditors liquidity risk is managed by ensuring sufficient funds are available to meet amounts due.

**DIVIDENDS**

The directors do not recommend payment of an ordinary dividend.

**RESEARCH AND DEVELOPMENT**

Research and development is performed with a view to enhancing existing products and the development of new products.

**FUTURE DEVELOPMENTS**

The directors are confident that the company will continue to acquire market share and develop its lift services portfolio and services to the construction industry.

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 30 JUNE 2013**

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1 July 2012 to the date of this report

S D Jepheart  
T P Jepheart  
E A Knight  
L A Willsey  
S C Brown

**MARKET VALUE OF LAND AND BUILDINGS**

In the opinion of the directors the market value of land and buildings is reflected in the book value shown in the accounts

**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 ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

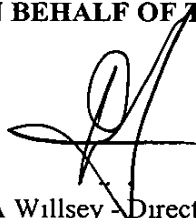
**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 30 JUNE 2013**

**AUDITORS**

The auditors, Gary Sargeant + Company, will be proposed for re-appointment at the forthcoming Annual General Meeting

**ON BEHALF OF THE BOARD:**



L A Willsey - Director

Date

3<sup>rd</sup> / 2013

**REPORT OF THE INDEPENDENT AUDITORS TO  
GUIDELINE LIFT SERVICES LIMITED  
UNDER SECTION 449 OF THE COMPANIES ACT 2006**

We have examined the abbreviated accounts set out on pages six to twenty two, together with the full financial statements of Guideline Lift Services Limited for the year ended 30 June 2013 prepared under Section 396 of the Companies Act 2006

This report is made solely to the company, in accordance with Section 449 of the Companies Act 2006. Our work has been undertaken so that we might state to the company those matters we are required to state to it in a special 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, for our work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

The directors are responsible for preparing the abbreviated accounts in accordance with Section 445 of the Companies Act 2006. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts to the Registrar of Companies and whether the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section and to report our opinion to you.

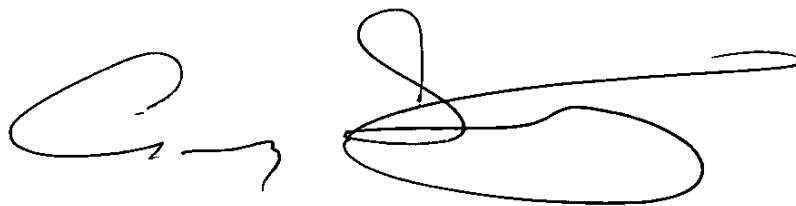
**Basis of opinion**

We conducted our work in accordance with Bulletin 2008/4 issued by the Auditing Practices Board. In accordance with that Bulletin we have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared.

**Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Section 445(3) of the Companies Act 2006, and the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section.

Gary Sargeant (Senior Statutory Auditor)  
for and on behalf of Gary Sargeant + Company  
Chartered Accountants  
and Statutory Auditors  
5 White Oak Square  
London Road  
Swanley  
Kent  
BR8 7AG



Date 4/12/13

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**ABBREVIATED PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 30 JUNE 2013**

	Notes	2013 £	2012 £
<b>TURNOVER</b>		11,518,433	11,424,638
Cost of sales		(9,145,779)	(9,000,270)
		<u>2,372,654</u>	<u>2,424,368</u>
Administrative expenses		2,252,782	2,293,480
<b>OPERATING PROFIT</b>	3	119,872	130,888
Interest receivable and similar income		137	244
		<u>120,009</u>	<u>131,132</u>
Interest payable and similar charges	4	13,354	13,179
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		106,655	117,953
Tax on profit on ordinary activities	5	31,879	34,647
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<u><u>74,776</u></u>	<u><u>83,306</u></u>

**CONTINUING OPERATIONS**

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

The notes form part of these abbreviated accounts



**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES  
FOR THE YEAR ENDED 30 JUNE 2013**

	2013 £	2012 £
<b>PROFIT FOR THE FINANCIAL YEAR</b>	74,776	83,306
Unrealised surplus on revaluation of properties	—	—
<b>TOTAL RECOGNISED GAINS AND LOSSES RELATING TO THE YEAR</b>	<u>74,776</u>	<u>83,306</u>

**NOTE OF HISTORICAL COST PROFITS AND LOSSES  
FOR THE YEAR ENDED 30 JUNE 2013**

	2013 £	2012 £
<b>REPORTED PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	106,655	117,953
Unrealised surplus on revaluation of properties	—	—
<b>HISTORICAL COST PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	<u>106,655</u>	<u>117,953</u>
<b>HISTORICAL COST PROFIT FOR THE YEAR RETAINED AFTER TAXATION</b>	<u>74,776</u>	<u>83,306</u>

The notes form part of these abbreviated accounts

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)****ABBREVIATED BALANCE SHEET  
30 JUNE 2013**

	Notes	2013		2012	
		£	£	£	£
<b>FIXED ASSETS</b>					
Intangible assets	6		3,369		4,211
Tangible assets	7		1,084,994		1,129,640
			<u>1,088,363</u>		<u>1,133,851</u>
<b>CURRENT ASSETS</b>					
Stocks	8	617,396		332,266	
Debtors	9	2,824,507		3,107,296	
Cash at bank		378,437		260,693	
		<u>3,820,340</u>		<u>3,700,255</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	10	2,228,415		2,187,658	
		<u>2,228,415</u>		<u>2,187,658</u>	
<b>NET CURRENT ASSETS</b>			<u>1,591,925</u>		<u>1,512,597</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			2,680,288		2,646,448
<b>CREDITORS</b>					
Amounts falling due after more than one year	11		(48,053)		(84,011)
<b>PROVISIONS FOR LIABILITIES</b>	15		(50,579)		(55,557)
<b>NET ASSETS</b>			<u>2,581,656</u>		<u>2,506,880</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	16		1,002		1,002
Revaluation reserve	17		383,346		383,346
Profit and loss account	17		2,197,308		2,122,532
<b>SHAREHOLDERS' FUNDS</b>	21		<u>2,581,656</u>		<u>2,506,880</u>

The notes form part of these abbreviated accounts

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**ABBREVIATED BALANCE SHEET - continued**  
**30 JUNE 2013**

The abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to medium-sized companies

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

03/12/13

and were



S D Jephart - Director

The notes form part of these abbreviated accounts

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2013**

	Notes	2013		2012	
		£	£	£	£
<b>Net cash inflow from operating activities</b>	1		381,437		240,261
<b>Returns on investments and servicing of finance</b>	2		(13,217)		(12,935)
<b>Taxation</b>			(31,077)		(23,347)
<b>Capital expenditure</b>	2		(86,316)		(218,574)
			<u>250,827</u>		<u>(14,595)</u>
<b>Financing</b>	2		(133,083)		(112,327)
<b>Increase/(decrease) in cash in the period</b>			<u>117,744</u>		<u>(126,922)</u>
<hr/>					
<b>Reconciliation of net cash flow to movement in net funds</b>	3				
Increase/(decrease) in cash in the period		117,744		(126,922)	
Cash outflow from decrease in debt and lease financing		<u>82,131</u>		<u>85,790</u>	
Change in net funds resulting from cash flows			<u>199,875</u>		<u>(41,132)</u>
<b>Movement in net funds in the period</b>			199,875		(41,132)
<b>Net funds at 1 July</b>			<u>59,360</u>		<u>100,492</u>
<b>Net funds at 30 June</b>			<u>259,235</u>		<u>59,360</u>

The notes form part of these abbreviated accounts

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2013**

**1 RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING ACTIVITIES**

	2013	2012
	£	£
Operating profit	119,872	130,888
Depreciation charges	130,899	124,369
Loss on disposal of fixed assets	906	2,217
(Increase)/decrease in stocks	(285,130)	198,007
Decrease/(increase) in debtors	333,740	(484,291)
Increase in creditors	81,150	269,071
	<u>381,437</u>	<u>240,261</u>

**2 ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT**

	2013	2012
	£	£
<b>Returns on investments and servicing of finance</b>		
Interest received	137	244
Interest paid	(864)	(2,667)
Interest element of hire purchase payments	(12,490)	(10,512)
	<u>(13,217)</u>	<u>(12,935)</u>
<b>Net cash outflow for returns on investments and servicing of finance</b>	<u>(13,217)</u>	<u>(12,935)</u>
<b>Capital expenditure</b>		
Purchase of tangible fixed assets	(87,316)	(220,874)
Sale of tangible fixed assets	1,000	2,300
	<u>(86,316)</u>	<u>(218,574)</u>
<b>Net cash outflow for capital expenditure</b>	<u>(86,316)</u>	<u>(218,574)</u>
<b>Financing</b>		
Loan repayments in year	(8,712)	(141,290)
Capital repayments in year	(73,420)	55,499
Amount withdrawn by directors	(50,951)	(26,536)
	<u>(133,083)</u>	<u>(112,327)</u>
<b>Net cash outflow from financing</b>	<u>(133,083)</u>	<u>(112,327)</u>

The notes form part of these abbreviated accounts

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2013**

**3 ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/7/12 £	Cash flow £	At 30/6/13 £
Net cash			
Cash at bank	260,693	117,744	378,437
	<u>260,693</u>	<u>117,744</u>	<u>378,437</u>
Debt			
Hire purchase	(192,622)	73,420	(119,202)
Debts falling due within one year	<u>(8,711)</u>	<u>8,711</u>	<u>-</u>
	<u>(201,333)</u>	<u>82,131</u>	<u>(119,202)</u>
Total	<u>59,360</u>	<u>199,875</u>	<u>259,235</u>

The notes form part of these abbreviated accounts

**NOTES TO THE ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**1 ACCOUNTING POLICIES**

**Compliance with accounting standards**

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated)

**Accounting convention**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets

**Turnover**

Turnover represents amounts invoiced to customers, except in respect of contracting activities on long term contracts where turnover represents the value of work carried out during the year including amounts not invoiced. Turnover excludes value added tax

Profit is recognised on long term contracts, if the final outcome can be assessed with reasonable certainty, by including in the profit and loss account turnover and related costs as contract activity progresses. Turnover is calculated as that proportion of total contract value which costs to date bear to total expected costs for that contract

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the United Kingdom

**Goodwill**

Goodwill, being the amount paid in connection with the acquisition of a business in 1998, is being amortised evenly over its estimated useful life of twenty years

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter

Freehold property	- 2% per annum on cost
Plant and machinery	- 25% per annum on reducing balance
Motor vehicles	- 25% per annum on reducing balance

**Stocks**

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

Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads

Amounts recoverable on long term contracts, which are included in debtors, are stated at the net sales value of work done after provision for contingencies and anticipated future losses on contracts, less amounts received as progress payments on account. Excess progress payments are included in creditors as payments on accounts

**Deferred tax**

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

**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**1 ACCOUNTING POLICIES - continued**

**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.

**Hire purchase and leasing commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**Pensions**

The company operated two defined contribution schemes. Contributions are charged to the profit and loss account as they fall due for payment.

**Employee benefit trusts**

The company has established an Employee benefit trust ('EBT'), which has an independent professional trustee, and beneficiaries which are the company's employees. The EBT receives contributions from the company and uses the accumulated assets to pay the company's employees for some or all of the services they have rendered to the company. The company recognises an expense in relation to these services when the trustees have earmarked the contributions for the benefit of specified employees such that the company cannot derive future economic benefit. Until that time, the assets and liabilities of the trust are reported as the assets and liabilities of the company.

**2 STAFF COSTS**

	2013	2012
	£	£
Wages and salaries	3,541,513	3,288,052
Social security costs	386,871	362,984
Other pension costs	33,901	32,894
	<u>3,962,285</u>	<u>3,683,930</u>

The average monthly number of employees during the year was as follows

	2013	2012
Operational	77	79
Administrative	11	8
	<u>88</u>	<u>87</u>



**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**2 STAFF COSTS - continued**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £33,901 (2012 £32,894)

**3 OPERATING PROFIT**

The operating profit is stated after charging

	2013	2012
	£	£
Hire of plant and machinery	55,038	53,957
Other operating leases	52,170	57,713
Depreciation - owned assets	56,081	59,992
Depreciation - assets on hire purchase contracts	73,975	63,533
Loss on disposal of fixed assets	906	2,217
Goodwill amortisation	842	843
Auditors' remuneration	10,000	10,000
	<u>          </u>	<u>          </u>
Directors' remuneration	428,643	520,675
Directors' pension contributions to money purchase schemes	24,109	23,094
	<u>          </u>	<u>          </u>

The number of directors to whom retirement benefits were accruing was as follows

Money purchase schemes	4	4
	<u>          </u>	<u>          </u>

Information regarding the highest paid director is as follows

	2013	2012
	£	£
Emoluments etc	118,874	150,905
Pension contributions to money purchase schemes	3,400	5,583
	<u>          </u>	<u>          </u>

**4 INTEREST PAYABLE AND SIMILAR CHARGES**

	2013	2012
	£	£
Bank interest	-	31
Bank loan interest	864	2,636
Hire purchase	12,490	10,512
	<u>          </u>	<u>          </u>
	<u>13,354</u>	<u>13,179</u>

**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**5 TAXATION**

**Analysis of the tax charge**

The tax charge on the profit on ordinary activities for the year was as follows

	2013	2012
	£	£
Current tax		
UK corporation tax	36,857	31,077
Deferred tax	(4,978)	3,570
Tax on profit on ordinary activities	<u>31,879</u>	<u>34,647</u>

**Factors affecting the tax charge**

The tax assessed for the year is higher than the standard rate of corporation tax in the UK. The difference is explained below

	2013	2012
	£	£
Profit on ordinary activities before tax	<u>106,655</u>	<u>117,953</u>
Profit on ordinary activities multiplied by the standard rate of corporation tax in the UK of 20% (2012 - 20%)	21,331	23,591
Effects of		
Non deductible expenses	7,691	8,066
Depreciation	26,180	24,874
Capital allowances	(18,156)	(25,192)
Balancing allowance	(370)	(705)
Loss on disposal of assets	<u>181</u>	<u>443</u>
Current tax charge	<u>36,857</u>	<u>31,077</u>

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**6 INTANGIBLE FIXED ASSETS**

	Goodwill £
<b>COST</b>	
At 1 July 2012 and 30 June 2013	16,855
<b>AMORTISATION</b>	
At 1 July 2012	12,644
Amortisation for year	842
At 30 June 2013	13,486
<b>NET BOOK VALUE</b>	
At 30 June 2013	3,369
At 30 June 2012	4,211

**7 TANGIBLE FIXED ASSETS**

	Freehold property £	Plant and machinery £	Motor vehicles £	Totals £
<b>COST OR VALUATION</b>				
At 1 July 2012	717,242	435,654	456,112	1,609,008
Additions	-	45,020	42,296	87,316
Disposals	-	-	(15,065)	(15,065)
At 30 June 2013	717,242	480,674	483,343	1,681,259
<b>DEPRECIATION</b>				
At 1 July 2012	66,637	245,372	167,359	479,368
Charge for year	14,344	38,839	76,873	130,056
Eliminated on disposal	-	-	(13,159)	(13,159)
At 30 June 2013	80,981	284,211	231,073	596,265
<b>NET BOOK VALUE</b>				
At 30 June 2013	636,261	196,463	252,270	1,084,994
At 30 June 2012	650,605	190,282	288,753	1,129,640

The director's feel that the value of the Freehold Property in the financial statements as at 30th June 2013 is a true and fair reflection of the valuation at the balance sheet date

NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013

7 TANGIBLE FIXED ASSETS - continued

Cost or valuation at 30 June 2013 is represented by

	Freehold property £	Plant and machinery £	Motor vehicles £	Totals £
Valuation in 2007	298,915	-	-	298,915
Valuation in 2010	29,280	-	-	29,280
Cost	389,047	480,674	483,343	1,353,064
	<u>717,242</u>	<u>480,674</u>	<u>483,343</u>	<u>1,681,259</u>

If the freehold property had not been revalued it would have been included at the following historical cost

	2013 £	2012 £
Cost	<u>389,047</u>	<u>389,047</u>
Aggregate depreciation	<u>35,672</u>	<u>35,672</u>

Fixed assets, included in the above, which are held under hire purchase contracts are as follows

	Motor vehicles £
<b>COST OR VALUATION</b>	
At 1 July 2012	337,367
Additions	42,298
Transfer to ownership	<u>(146,218)</u>
At 30 June 2013	<u>233,447</u>
<b>DEPRECIATION</b>	
At 1 July 2012	83,621
Charge for year	73,975
Transfer to ownership	<u>(74,385)</u>
At 30 June 2013	<u>83,211</u>
<b>NET BOOK VALUE</b>	
At 30 June 2013	<u>150,236</u>
At 30 June 2012	<u>253,746</u>

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**8 STOCKS**

	2013	2012
	£	£
Raw materials	14,933	14,788
Work-in-progress	872,548	900,415
Payments on account	(270,085)	(582,937)
	<u>617,396</u>	<u>332,266</u>

**9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013	2012
	£	£
Trade debtors	2,094,658	2,413,572
Other debtors	421,612	436,213
Directors' loan accounts	289,556	238,605
Prepayments	18,681	18,906
	<u>2,824,507</u>	<u>3,107,296</u>

**10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013	2012
	£	£
Bank loans and overdrafts (see note 12)	-	8,711
Hire purchase contracts (see note 13)	71,149	108,611
Trade creditors	1,290,221	955,767
Tax	36,857	31,077
Social security and other taxes	117,613	125,054
VAT	243,279	321,101
Other creditors	242,498	354,654
Accruals and deferred income	226,798	282,683
	<u>2,228,415</u>	<u>2,187,658</u>

**11 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2013	2012
	£	£
Hire purchase contracts (see note 13)	<u>48,053</u>	<u>84,011</u>

**12 LOANS**

An analysis of the maturity of loans is given below

	2013	2012
	£	£
Amounts falling due within one year or on demand		
Bank loans	<u>-</u>	<u>8,711</u>

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**13 OBLIGATIONS UNDER HIRE PURCHASE CONTRACTS AND LEASES**

	Hire purchase contracts	
	2013	2012
	£	£
Net obligations repayable		
Within one year	71,149	108,611
Between one and five years	48,053	84,011
	<u>119,202</u>	<u>192,622</u>

The following operating lease payments are committed to be paid within one year

	Land and buildings		Other operating leases	
	2013	2012	2013	2012
	£	£	£	£
Expiring				
Within one year	-	-	3,107	20,618
Between one and five years	18,000	18,000	31,384	35,136
	<u>18,000</u>	<u>18,000</u>	<u>34,491</u>	<u>55,754</u>

**14 SECURED DEBTS**

The National Westminster Bank Plc holds a mortgage debenture charge and charge of deposit over the company. In particular this consists of a specific equitable charge over all freehold and leasehold properties and fixed and floating charges over the property and all assets of the company including goodwill booklets and the benefits of any licences.

The NSS Trustees Limited and other trustees of the Guideline Installations Limited Pension Plan No 2 holds a legal charge over the freehold property of the company.

**15 PROVISIONS FOR LIABILITIES**

	2013	2012
	£	£
Deferred tax		
Accelerated capital allowances	<u>50,579</u>	<u>55,557</u>
		Deferred tax
		tax
		£
Balance at 1 July 2012		55,557
Accelerated Capital Allowances		<u>(4,978)</u>
Balance at 30 June 2013		<u>50,579</u>

**GUIDELINE LIFT SERVICES LIMITED (REGISTERED NUMBER: 02438345)**

**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**16 CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid Number	Class	Nominal value £	2013 £	2012 £
1,002	Ordinary £1	£1002	<u>1,002</u>	<u>1,002</u>

**17 RESERVES**

	Profit and loss account £	Revaluation reserve £	Totals £
At 1 July 2012	2,122,532	383,346	2,505,878
Profit for the year	74,776		74,776
At 30 June 2013	<u>2,197,308</u>	<u>383,346</u>	<u>2,580,654</u>

**18 DIRECTORS' ADVANCES, CREDITS AND GUARANTEES**

The following advances and credits to directors subsisted during the years ended 30 June 2013 and 30 June 2012

	2013 £	2012 £
<b>L A Willsey</b>		
Balance outstanding at start of year	26,577	26,141
Amounts advanced	5,882	436
Amounts repaid	-	-
Balance outstanding at end of year	<u>32,459</u>	<u>26,577</u>
<b>T P Jephart</b>		
Balance outstanding at start of year	103,754	88,920
Amounts advanced	17,160	14,834
Amounts repaid	-	-
Balance outstanding at end of year	<u>120,914</u>	<u>103,754</u>
<b>S D Jephart</b>		
Balance outstanding at start of year	108,274	97,008
Amounts advanced	27,909	11,266
Amounts repaid	-	-
Balance outstanding at end of year	<u>136,183</u>	<u>108,274</u>

**NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 30 JUNE 2013**

**19 RELATED PARTY DISCLOSURES**

The following balances were outstanding at the Balance Sheet date

Mr P Jephheart, a shareholder owed the company £164,358 (2012 £169,114) A close family member of Mr P Jephheart owed the company £67,721 (2012 £67,721)

The company rented premises for storage purposes from the Guideline Installations Limited Pension Plan No. 2, in which Mr S Jephheart, Mr T Jephheart, Mr P Jephheart and other family members are beneficiaries The rent was £18,000 (2012 £18,000) for the year.

On 8 November 2007 the company borrowed £200,000 from the Guideline Installations Limited Pension Plan No 2 The loan is repayable over 5 years with a payment falling each year on the anniversary of the loan including interest which is to be paid as a minimum at 1% over the average base rate The company has repaid this loan in full as at 30th June 2013

**20 ULTIMATE CONTROLLING PARTY**

The ultimate controlling party is Mr P Jephheart by virtue of his shareholding

**21 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS**

	2013	2012
	£	£
Profit for the financial year	74,776	83,306
Property Revaluation		
<b>Net addition to shareholders' funds</b>	<u>74,776</u>	<u>83,306</u>
Opening shareholders' funds	2,506,880	2,423,574
<b>Closing shareholders' funds</b>	<u><u>2,581,656</u></u>	<u><u>2,506,880</u></u>