

**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009
FOR
THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 31 DECEMBER 2009**

	Page
Company Information	1
Report of the Directors	2
Profit and Loss Account	3
Balance Sheet	4
Notes to the Financial Statements	6
Report of the Accountants	9
Profit and Loss Account	10

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**COMPANY INFORMATION
for the Year Ended 31 DECEMBER 2009**

DIRECTORS:

J C Hocking
W S Poplewell
J Williams
V Hopkins
I L Stark
A D Livingstone
B Collins
R Jack
M Kain
D Burke
G Church
P Bowden

SECRETARY:

J Hocking

REGISTERED OFFICE:

47 Church Street
Great Baddow
Chelmsford
Essex
CM2 7JA

REGISTERED NUMBER:

01330762 (England and Wales)

ACCOUNTANTS:

Alexandra Anthony Limited
47 Church Street
Great Baddow
Chelmsford
Essex
CM2 7JA

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**REPORT OF THE DIRECTORS
for the Year Ended 31 DECEMBER 2009**

The directors present their report with the financial statements of the company for the year ended 31 December 2009.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of The principal activity of the company continues to be running of the Association of Law Costs Draftsmen Limited, which is an association to establish, maintain and advance the status and interests of the profession of Law Costs Draftsman.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 January 2009 to the date of this report.

J C Hocking
W S Popplewell
J Williams
V Hopkins
I L Stark
A D Livingstone
B Collins
R Jack
M Kain
D Burke

Other changes in directors holding office are as follows:

G Newberry - resigned 14 March 2009
T A Ayliffe - resigned 14 March 2009
C Corrie - resigned 14 March 2009
G W Edwards - resigned 14 March 2009
G Church - appointed 14 March 2009
P Bowden - appointed 14 March 2009
S Williams - appointed 14 March 2009 - resigned 20 June 2009
G Stevens - appointed 14 March 2009 - resigned 15 May 2009

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:

J Hocking - Secretary

20 March 2010

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**PROFIT AND LOSS ACCOUNT
for the Year Ended 31 DECEMBER 2009**

	Notes	31.12.09 £	31.12.08 £
TURNOVER		182,390	172,324
Administrative expenses		<u>126,389</u>	<u>129,802</u>
		56,001	42,522
Other operating income		<u>1,700</u>	<u>10</u>
OPERATING PROFIT	2	57,701	42,532
Interest receivable and similar income		<u>360</u>	<u>3,518</u>
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		58,061	46,050
Tax on profit on ordinary activities	3	<u>6,901</u>	<u>6,828</u>
PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION		<u><u>51,160</u></u>	<u><u>39,222</u></u>

The notes form part of these financial statements

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**BALANCE SHEET
31 DECEMBER 2009**

	Notes	31.12.09 £	£	31.12.08 £	£
FIXED ASSETS					
Tangible assets	4		1,028		1,370
Investments	5		15,000		15,000
			<u>16,028</u>		<u>16,370</u>
CURRENT ASSETS					
Debtors	6	30,486		28,698	
Cash at bank and in hand		266,643		217,822	
		<u>297,129</u>		<u>246,520</u>	
CREDITORS					
Amounts falling due within one year	7	81,610		82,503	
			<u>215,519</u>		<u>164,017</u>
NET CURRENT ASSETS					
			<u>231,547</u>		<u>180,387</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
			<u>231,547</u>		<u>180,387</u>
RESERVES					
Profit and loss account	8		231,547		180,387
			<u>231,547</u>		<u>180,387</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2009.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2009 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**BALANCE SHEET - continued
31 DECEMBER 2009**

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 20 March 2010 and were signed on its behalf by:

J C Hocking - Director

V Hopkins - Director

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 DECEMBER 2009**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

Tangible fixed assets

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

Plant and machinery etc - 33.33% on cost and
25% on reducing balance

Deferred tax

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

2. OPERATING PROFIT

The operating profit is stated after charging:

	31.12.09	31.12.08
	£	£
Depreciation - owned assets	342	457
	<u> </u>	<u> </u>
Directors' remuneration	-	-
	<u> </u>	<u> </u>

3. TAXATION

Analysis of the tax charge

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

	31.12.09	31.12.08
	£	£
Current tax:		
UK corporation tax	6,901	6,828
	<u> </u>	<u> </u>
Tax on profit on ordinary activities	6,901	6,828
	<u> </u>	<u> </u>

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2009**

4. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2009 and 31 December 2009	26,439	1,962	28,401
DEPRECIATION			
At 1 January 2009	25,069	1,962	27,031
Charge for year	342	-	342
At 31 December 2009	25,411	1,962	27,373
NET BOOK VALUE			
At 31 December 2009	1,028	-	1,028
At 31 December 2008	1,370	-	1,370

5. FIXED ASSET INVESTMENTS

	Listed investments £
COST	
At 1 January 2009 and 31 December 2009	15,000
NET BOOK VALUE	
At 31 December 2009	15,000
At 31 December 2008	15,000

The Association of Law Costs Draftsmen (Training) Limited is a wholly owned dormant subsidiary of the company. It has not traded to date and has no reserves other than its £15,000 issued share capital.

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.09 £	31.12.08 £
ALCD (Training) Ltd	27,664	25,090
Prepayments	2,822	3,608
	<u>30,486</u>	<u>28,698</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.09 £	31.12.08 £
Tax	7,189	6,828
Deferred income	70,315	75,675
Accrued expenses	4,106	-
	<u>81,610</u>	<u>82,503</u>

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 DECEMBER 2009**

8. RESERVES

	Profit and loss account £
At 1 January 2009	180,387
Profit for the year	51,160
	<hr/>
At 31 December 2009	231,547
	<hr/> <hr/>

9. RELATED PARTY DISCLOSURES

The company is related to ALCD (Training) Limited and to the Association of Law Costs Draftsmen (Training) Limited; the latter being solely owned subsidiary of the company. Unsecured loans between these are shown in notes 6. ALCD (Training) Limited is holding £15,000 (2006 £15,000) cash for shares in The Association of Law Costs Draftsmen (Training) Limited until such time as the latter opens its own bank account.

10. GUARANTEE

The company is limited by guarantee whereby every member of the company undertakes to contribute to the assets of the company in the event of a winding up while they are a member or within one year after they have ceased to be a member such amounts as may be required not exceeding £5.

At 31 December 2009 there were members 764 (2008: 753).

11. CONTROL RELATIONSHIPS

As the company is limited by guarantee no individual member or group of members control the company.

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**REPORT OF THE ACCOUNTANTS TO THE DIRECTORS OF
THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 December 2009 set out on pages three to eight and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Alexandra Anthony Limited
47 Church Street
Great Baddow
Chelmsford
Essex
CM2 7JA

20 March 2010

**THE ASSOCIATION OF LAW COSTS DRAFTSMEN
LIMITED**

**PROFIT AND LOSS ACCOUNT
for the Year Ended 31 DECEMBER 2009**

	31.12.09		31.12.08	
	£	£	£	£
Turnover				
Members' subscriptions	139,845		129,361	
Costs Lawyer Course	-		(800)	
Insurance premium commission	6,580		10,238	
Journal advertising	30,160		29,425	
Diary advertising	5,690		3,500	
Administration Fees	115		600	
	<u> </u>	182,390	<u> </u>	172,324
Other income				
Sundry receipts	1,700		10	
Deposit account interest	360		3,518	
	<u> </u>	2,060	<u> </u>	3,528
		<u> </u>		<u> </u>
		184,450		175,852
Expenditure				
Staff payments	20,301		19,826	
Insurance	5,294		7,054	
Printing, postage, telephone & stationery	5,294		7,598	
Advertising	2,891		2,765	
Travelling and Accommodation	19,210		21,659	
Venue hire & refreshment	6,424		1,426	
Diaries	5,228		5,114	
Journal	50,403		37,422	
Business support helpline	578		1,028	
Computer & website	3,198		8,612	
Rules	3,013		6,286	
Seminars	-		440	
Sundry expenses	1,717		1,351	
Accountancy	2,496		2,475	
Legal & professional fees	-		990	
Marketing	-		5,051	
	<u> </u>	126,047	<u> </u>	129,097
		<u> </u>		<u> </u>
		58,403		46,755
Finance costs				
Cardnet		-		248
		<u> </u>		<u> </u>
		58,403		46,507
Depreciation				
Fixtures and fittings		342		457
		<u> </u>		<u> </u>
NET PROFIT		<u> </u>		<u> </u>
		<u> </u>		<u> </u>
		58,061		46,050

This page does not form part of the statutory financial statements