

SCHEDULE 1

COMPANIES ACT INDIVIDUAL ACCOUNTS: COMPANIES WHICH ARE NOT BANKING OR INSURANCE COMPANIES

PART 1

GENERAL RULES AND FORMATS

SECTION B

THE REQUIRED FORMATS FOR ACCOUNTS(1)

Balance sheet formats

Format 1

- A. Called up share capital not paid (1)

- B. Fixed assets
 - I. Intangible assets
 - 1. Development costs
 - 2. Concessions, patents, licences, trade marks and similar rights and assets (2)
 - 3. Goodwill (3)
 - 4. Payments on account
 - II. Tangible assets
 - 1. Land and buildings
 - 2. Plant and machinery
 - 3. Fixtures, fittings, tools and equipment
 - 4. Payments on account and assets in course of construction
 - III. Investments
 - 1. Shares in group undertakings
 - 2. Loans to group undertakings
 - 3. Participating interests
 - 4. Loans to undertakings in which the company has a participating interest
 - 5. Other investments other than loans
 - 6. Other loans
 - 7. Own shares (4)

(1) A number in brackets following any item is a reference to the note of that number in the notes following the formats.

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C. Current assets

I. Stocks

1. Raw materials and consumables
2. Work in progress
3. Finished goods and goods for resale
4. Payments on account

II. Debtors (5)

1. Trade debtors
2. Amounts owed by group undertakings
3. Amounts owed by undertakings in which the company has a participating interest
4. Other debtors
5. Called up share capital not paid (1)
6. Prepayments and accrued income (6)

III. Investments

1. Shares in group undertakings
2. Own shares (4)
3. Other investments

IV. Cash at bank and in hand

D. Prepayments and accrued income (6)

E. Creditors: amounts falling due within one year

1. Debenture loans (7)
2. Bank loans and overdrafts
3. Payments received on account (8)
4. Trade creditors
5. Bills of exchange payable
6. Amounts owed to group undertakings
7. Amounts owed to undertakings in which the company has a participating interest
8. Other creditors including taxation and social security (9)
9. Accruals and deferred income (10)

F. Net current assets (liabilities) (11)

- G. Total assets less current liabilities

 - H. Creditors: amounts falling due after more than one year
 - 1. Debenture loans (7)
 - 2. Bank loans and overdrafts
 - 3. Payments received on account (8)
 - 4. Trade creditors
 - 5. Bills of exchange payable
 - 6. Amounts owed to group undertakings
 - 7. Amounts owed to undertakings in which the company has a participating interest
 - 8. Other creditors including taxation and social security (9)
 - 9. Accruals and deferred income (10)

 - I. Provisions for liabilities
 - 1. Pensions and similar obligations
 - 2. Taxation, including deferred taxation
 - 3. Other provisions

 - J. Accruals and deferred income (10)

 - K. Capital and reserves
 - I. Called up share capital (12)
 - II. Share premium account
 - III. Revaluation reserve
 - IV. Other reserves
 - 1. Capital redemption reserve
 - 2. Reserve for own shares
 - 3. Reserves provided for by the articles of association
 - 4. Other reserves
 - V. Profit and loss account
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Balance sheet formats

Format 2

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

ASSETS

A. Called up share capital not paid (1)

B. Fixed assets

I. Intangible assets

1. Development costs
2. Concessions, patents, licences, trade marks and similar rights and assets (2)
3. Goodwill (3)
4. Payments on account

II. Tangible assets

1. Land and buildings
2. Plant and machinery
3. Fixtures, fittings, tools and equipment
4. Payments on account and assets in course of construction

III. Investments

1. Shares in group undertakings
2. Loans to group undertakings
3. Participating interests
4. Loans to undertakings in which the company has a participating interest
5. Other investments other than loans
6. Other loans
7. Own shares (4)

C. Current assets

I. Stocks

1. Raw materials and consumables
2. Work in progress
3. Finished goods and goods for resale
4. Payments on account

II. Debtors (5)

1. Trade debtors
2. Amounts owed by group undertakings
3. Amounts owed by undertakings in which the company has a participating interest

4. Other debtors
5. Called up share capital not paid (1)
6. Prepayments and accrued income (6)

III. Investments

1. Shares in group undertakings
2. Own shares (4)
3. Other investments

IV. Cash at bank and in hand

D. Prepayments and accrued income (6)

LIABILITIES

A. Capital and reserves

- I. Called up share capital (12)
- II. Share premium account
- III. Revaluation reserve
- IV. Other reserves
 1. Capital redemption reserve
 2. Reserve for own shares
 3. Reserves provided for by the articles of association
 4. Other reserves
- V. Profit and loss account

B. Provisions for liabilities

1. Pensions and similar obligations
2. Taxation, including deferred taxation
3. Other provisions

C. Creditors (13)

1. Debenture loans (7)
2. Bank loans and overdrafts
3. Payments received on account (8)
4. Trade creditors
5. Bills of exchange payable

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6. Amounts owed to group undertakings
7. Amounts owed to undertakings in which the company has a participating interest
8. Other creditors including taxation and social security (9)
9. Accruals and deferred income (10)

D. Accruals and deferred income (10)

Notes on the balance sheet formats

(1) *Called up share capital not paid*

(Formats 1 and 2, items A and C.II.5.)

This item may be shown in either of the two positions given in formats 1 and 2.

(2) *Concessions, patents, licences, trade marks and similar rights and assets*

(Formats 1 and 2, item B.I.2.)

Amounts in respect of assets are only to be included in a company's balance sheet under this item if either—

- (a) the assets were acquired for valuable consideration and are not required to be shown under goodwill, or
 - (b) the assets in question were created by the company itself.
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(3) *Goodwill*

(Formats 1 and 2, item B.I.3.)

Amounts representing goodwill are only to be included to the extent that the goodwill was acquired for valuable consideration.

(4) *Own shares*

(Formats 1 and 2, items B.III.7 and C.III.2.)

The nominal value of the shares held must be shown separately.

(5) *Debtors*

(Formats 1 and 2, items C.II.1 to 6.)

The amount falling due after more than one year must be shown separately for each item included under debtors.

(6) *Prepayments and accrued income*

(Formats 1 and 2, items C.II.6 and D.)

This item may be shown in either of the two positions given in formats 1 and 2.

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(7) *Debenture loans*

(Format 1, items E.1 and H.1 and format 2, item C.1.)

The amount of any convertible loans must be shown separately.

(8) *Payments received on account*

(Format 1, items E.3 and H.3 and format 2, item C.3.)

Payments received on account of orders must be shown for each of these items in so far as they are not shown as deductions from stocks.

(9) *Other creditors including taxation and social security*

(Format 1, items E.8 and H.8 and format 2, item C.8.)

The amount for creditors in respect of taxation and social security must be shown separately from the amount for other creditors.

(10) *Accruals and deferred income*

(Format 1, items E.9, H.9 and J and format 2, items C.9 and D.)

The two positions given for this item in format 1 at E.9 and H.9 are an alternative to the position at J, but if the item is not shown in a position corresponding to that at J it may be shown in either or both of the other two positions (as the case may require).

The two positions given for this item in format 2 are alternatives.

(11) *Net current assets (liabilities)*

(Format 1, item F.)

In determining the amount to be shown for this item any amounts shown under “prepayments and accrued income” must be taken into account wherever shown.

(12) *Called up share capital*

(Format 1, item K.I and format 2, item A.I.)

The amount of allotted share capital and the amount of called up share capital which has been paid up must be shown separately.

(13) *Creditors*

(Format 2, items C.1 to 9.)

Amounts falling due within one year and after one year must be shown separately for each of these items and for the aggregate of all of these items.

Profit and loss account formats(2)

(2) See regulation 4(3)(a) for exemption for medium-sized companies in accounts delivered to registrar of companies.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Format 1
(see note (17) below)

1. Turnover
2. Cost of sales (14)
3. Gross profit or loss
4. Distribution costs (14)
5. Administrative expenses (14)
6. Other operating income
7. Income from shares in group undertakings
8. Income from participating interests
9. Income from other fixed asset investments (15)
10. Other interest receivable and similar income (15)
11. Amounts written off investments
12. Interest payable and similar charges (16)
13. Tax on profit or loss on ordinary activities
14. Profit or loss on ordinary activities after taxation
15. Extraordinary income
16. Extraordinary charges

17. Extraordinary profit or loss
 18. Tax on extraordinary profit or loss
 19. Other taxes not shown under the above items
 20. Profit or loss for the financial year
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Profit and loss account formats(3)

Format 2

1. Turnover
2. Change in stocks of finished goods and in work in progress
3. Own work capitalised
4. Other operating income
5.
 - (a) Raw materials and consumables
 - (b) Other external charges
6. Staff costs
 - (a) wages and salaries
 - (b) social security costs
 - (c) other pension costs
7.
 - (a) Depreciation and other amounts written off tangible and intangible fixed assets
 - (b) Exceptional amounts written off current assets
8. Other operating charges
9. Income from shares in group undertakings

(3) See regulation 4(3)(a) for exemption for medium-sized companies in accounts delivered to registrar of companies.

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10. Income from participating interests
 11. Income from other fixed asset investments (15)
 12. Other interest receivable and similar income (15)
 13. Amounts written off investments
 14. Interest payable and similar charges (16)
 15. Tax on profit or loss on ordinary activities
 16. Profit or loss on ordinary activities after taxation
 17. Extraordinary income
 18. Extraordinary charges
 19. Extraordinary profit or loss
 20. Tax on extraordinary profit or loss
 21. Other taxes not shown under the above items
 22. Profit or loss for the financial year
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Profit and loss account formats(4)

Format 3
(see note (17) below)

A. Charges

1. Cost of sales (14)

(4) See regulation 4(3)(a) for exemption for medium-sized companies in accounts delivered to registrar of companies.

2. Distribution costs (14)
3. Administrative expenses (14)
4. Amounts written off investments
5. Interest payable and similar charges (16)
6. Tax on profit or loss on ordinary activities
7. Profit or loss on ordinary activities after taxation
8. Extraordinary charges
9. Tax on extraordinary profit or loss
10. Other taxes not shown under the above items
11. Profit or loss for the financial year

B. Income

1. Turnover
2. Other operating income
3. Income from shares in group undertakings
4. Income from participating interests
5. Income from other fixed asset investments (15)
6. Other interest receivable and similar income (15)
7. Profit or loss on ordinary activities after taxation

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8. Extraordinary income

9. Profit or loss for the financial year

Profit and loss account formats(5)

Format 4

A. Charges

1. Reduction in stocks of finished goods and in work in progress

2. (a) Raw materials and consumables
(b) Other external charges

3. Staff costs
(a) wages and salaries
(b) social security costs
(c) other pension costs

4. (a) Depreciation and other amounts written off tangible and intangible fixed assets
(b) Exceptional amounts written off current assets

5. Other operating charges

6. Amounts written off investments

7. Interest payable and similar charges (16)

8. Tax on profit or loss on ordinary activities

9. Profit or loss on ordinary activities after taxation

10. Extraordinary charges

(5) See regulation 4(3)(a) for exemption for medium-sized companies in accounts delivered to registrar of companies.

11. Tax on extraordinary profit or loss
12. Other taxes not shown under the above items
13. Profit or loss for the financial year

B. Income

1. Turnover
2. Increase in stocks of finished goods and in work in progress
3. Own work capitalised
4. Other operating income
5. Income from shares in group undertakings
6. Income from participating interests
7. Income from other fixed asset investments (15)
8. Other interest receivable and similar income (15)
9. Profit or loss on ordinary activities after taxation
10. Extraordinary income
11. Profit or loss for the financial year

Notes on the profit and loss account formats

(14) Cost of sales: distribution costs: administrative expenses

(Format 1, items 2, 4 and 5 and format 3, items A.1, 2 and 3.)

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These items must be stated after taking into account any necessary provisions for depreciation or diminution in value of assets.

(15) Income from other fixed asset investments: other interest receivable and similar income

(Format 1, items 9 and 10; format 2, items 11 and 12; format 3, items B.5 and 6 and format 4, items B.7 and 8.)

Income and interest derived from group undertakings must be shown separately from income and interest derived from other sources.

(16) Interest payable and similar charges

(Format 1, item 12; format 2, item 14; format 3, item A.5 and format 4, item A.7.)

The amount payable to group undertakings must be shown separately.

(17) Formats 1 and 3

The amount of any provisions for depreciation and diminution in value of tangible and intangible fixed assets falling to be shown under items 7(a) and A.4(a) respectively in formats 2 and 4 must be disclosed in a note to the accounts in any case where the profit and loss account is prepared using format 1 or format 3.