

Consolidated income statement

for the year ended 31 December 2007

	Notes	2007			2006		
		Before amortisation £m	Amortisation £m	Total £m	Before amortisation £m	Amortisation £m	Total £m
Continuing operations:							
Revenue	3	2,073.3	–	2,073.3	1,738.5	–	1,738.5
Cost of sales		1,498.5	–	1,498.5	1,256.5	–	1,256.5
Gross profit		574.8	–	574.8	482.0	–	482.0
Administrative expenses		303.5	9.7	313.2	256.9	6.9	263.8
Operating profit	6	271.3	(9.7)	261.6	225.1	(6.9)	218.2
Finance revenue	8	1.6	–	1.6	1.0	–	1.0
Finance costs	9	(35.7)	–	(35.7)	(26.0)	–	(26.0)
Investment income	4	1.2	–	1.2	–	–	–
Profit before tax		238.4	(9.7)	228.7	200.1	(6.9)	193.2
Income tax expense	10	(66.0)	3.5	(62.5)	(55.4)	1.9	(53.5)
Profit for the year		172.4	(6.2)	166.2	144.7	(5.0)	139.7
Attributable to:							
Equity holders of the parent		172.4	(6.2)	166.2	144.8	(5.0)	139.8
Minority interest		–	–	–	(0.1)	–	(0.1)
		172.4	(6.2)	166.2	144.7	(5.0)	139.7
Earnings per share							
– basic	11	28.10p	(1.01)p	27.09p	23.10p	(0.78)p	22.32p
– diluted		27.63p	(0.99)p	26.64p	22.56p	(0.76)p	21.80p

Consolidated statement of recognised income and expense

for the year ended 31 December 2007

	Notes	2007 £m	2006 £m
Actuarial gains on defined benefit pension schemes	32	25.4	12.8
Exchange differences on translation of foreign operations		1.1	(0.7)
Gain on available for sale investments		–	0.3
Gains on cash flow hedges	25	5.6	–
Tax on items taken directly to equity	10	(5.0)	11.0
Net income recognised directly in equity		27.1	23.4
Profit for the year		166.2	139.7
Total income and expense for the period		193.3	163.1
Attributable to:			
Equity holders of the parent		193.3	163.2
Minority interest		–	(0.1)
		193.3	163.1

Consolidated balance sheet

at 31 December 2007

	Notes	2007 £m	2006 £m
Non-current assets			
Property, plant and equipment	13	193.4	171.0
Intangible assets	14	745.7	630.0
Financial assets	16	60.6	32.6
Trade and other receivables	18	11.1	6.8
Employee benefits	32	20.3	–
Deferred taxation	10	1.4	22.1
		1,032.5	862.5
Current assets			
Financial assets	16	0.9	–
Trade and other receivables	18	456.4	394.9
Cash	19	0.8	9.7
		458.1	404.6
Total assets		1,490.6	1,267.1
Current liabilities			
Trade and other payables	20	556.9	449.4
Financial liabilities	22	57.7	50.4
Provisions	24	1.8	1.0
Income tax payable		36.3	33.5
		652.7	534.3
Non-current liabilities			
Trade and other payables	20	9.2	0.8
Financial liabilities	22	480.2	378.7
Provisions	24	0.8	0.7
Employee benefits	32	15.9	26.8
		506.1	407.0
Total liabilities		1,158.8	941.3
Net assets		331.8	325.8
Capital and reserves			
Issued share capital	26	12.6	12.3
Share premium	28	374.9	308.1
Treasury shares	26	–	–
Capital redemption reserve	28	1.8	1.7
Foreign currency translation	28	0.7	(0.4)
Net unrealised gains reserve	28	4.0	–
Retained earnings	28	(62.2)	4.0
Equity shareholders' funds		331.8	325.7
Minority interest	28	–	0.1
Total equity		331.8	325.8

The accounts were approved by the Board of Directors on 28 February 2008 and signed on its behalf by:

P R M Pindar
Chief Executive

G M Hurst
Group Finance Director

Consolidated cash flow statement

for the year ended 31 December 2007

	Notes	2007 £m	2006 £m
Cash flows from operating activities			
Operating profit on continuing activities before interest and taxation		261.6	218.2
Depreciation	13	46.1	42.2
Amortisation of other intangible assets (treated as depreciation)	14	1.5	1.2
Amortisation of intangible assets created on acquisition	14	9.7	6.9
Share based payment expense	27	8.6	8.5
Pension charge	32	15.2	15.9
Pension contributions	32	(21.0)	(19.1)
(Profit)/loss on sale of property, plant and equipment		(0.1)	0.3
Movement in provisions	24	0.9	(1.9)
Increase in debtors		(71.4)	(48.8)
Increase in creditors		82.9	55.6
Cash generated from operations		334.0	279.0
Income tax paid		(45.8)	(40.3)
Interest paid		(33.5)	(23.1)
Interest received		1.6	1.0
Cash generated from operations after interest		256.3	216.6
Net cash used in investing activities			
Purchase of property, plant and equipment	13	(67.9)	(63.0)
Proceeds from sale of property, plant and equipment		1.0	1.9
Purchase of intangible fixed assets	14	(5.0)	(1.4)
Acquisition of subsidiary undertakings and businesses		(94.7)	(37.6)
Cash acquired with subsidiary undertakings		4.4	1.0
Purchase of financial assets	16	(4.4)	(7.6)
Investment loan	16	(16.6)	(11.7)
		(183.2)	(118.4)
Net cash used in financing activities			
Issue of ordinary share capital	28	67.2	50.4
Share buybacks	28	(43.9)	(244.9)
Share transaction costs	28	(0.5)	(1.2)
Dividends paid	12	(218.6)	(47.7)
Capital element of finance lease rental payments	29	(0.4)	(0.4)
Instalment debtor movement	29	20.4	-
Asset based securitised financing	29	(17.8)	(0.7)
Repayment of loan notes and long term loans	29	(34.6)	(3.4)
Proceeds on issue of bonds	29	100.9	179.1
Financing arrangement costs	22	(0.3)	(0.9)
		(127.6)	(69.7)
Net increase in cash and cash equivalents		(54.5)	28.5
Cash and cash equivalents at the beginning of the period		9.2	(19.3)
Cash and cash equivalents at 31 December		(45.3)	9.2
Cash and cash equivalents comprise:			
Overdraft	22	(46.1)	(0.5)
Cash at bank and in hand	19	0.8	9.7
Total		(45.3)	9.2

Notes to the consolidated financial statements

for the year ended 31 December 2007

1 Corporate information

The consolidated financial statements of The Capita Group Plc for the year ended 31 December 2007 were authorised for issue in accordance with a resolution of the Directors on 28 February 2008. The Capita Group Plc is a public limited company incorporated in England and Wales whose shares are publicly traded.

The principal activities of the Group are given in the business review on pages 37–41.

2 Summary of significant accounting policies

(a) Statement of compliance

The consolidated financial statements of The Capita Group Plc and all of its subsidiaries (the Group) have been prepared in accordance with International Financial Reporting Standards (IFRS) as adopted by the European Union and as applied in accordance with the provisions of the Companies Act 1985. The parent company continues to apply UK GAAP in the preparation of its individual financial statements and these are contained on pages 103–113.

(b) Basis of preparation

The consolidated financial statements have been prepared under IFRS where certain financial instruments and the pension assets and liabilities have been measured at fair value. The carrying value of recognised assets and liabilities that are hedged are adjusted to record changes in the fair values attributable to the risks that are being hedged. The consolidated financial statements are presented in pounds sterling and all values are rounded to the nearest tenth of a million (£m) except when otherwise indicated.

(c) Basis of consolidation

The consolidated financial statements comprise the financial statements of The Capita Group Plc and its subsidiaries as at 31 December each year.

The financial statements of the subsidiaries are prepared for the same reporting year as the parent company, using consistent accounting policies, but in accordance with UK GAAP. Adjustments are made to bring into line any dissimilar accounting policies that may exist between IFRS and UK GAAP.

All intercompany balances and transactions, including unrealised profits arising from intragroup transactions, have been eliminated in full.

Subsidiaries are consolidated from the date on which control is transferred to the Group until control is transferred out of the Group. Where there is a loss of control of a subsidiary, the consolidated financial statements include the results for the part of the reporting year during which The Capita Group Plc has control.

(d) Changes in accounting policies

The accounting policies adopted are consistent with those of the previous financial year except as follows:

The Group has adopted the following new IFRS and IFRIC interpretations during the year. Adoption of these revised standards and interpretations did not have any effect on the financial statements of the Group. They did, however, give rise to additional disclosures:

- IFRS 7 Financial Instruments: Disclosure
- IFRIC 9 Reassessment of Embedded Derivatives
- IFRIC 10 Interim Financial Reporting and Impairment.

The Group has also early adopted the following IFRIC interpretations. Adoption of these interpretations did not have any effect on the financial position of the Group.

- IFRIC 11 IFRS 2 – Group and Treasury Share Transactions
- IFRIC 14 IAS 19 – The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction.

The principal effects of these changes are as follows:

IFRS 7 – Financial Instruments: Disclosure This standard requires the Group to make disclosures to enable users of the financial statements to evaluate the significance of the Group's financial instruments and the nature and extent of risks arising from those financial instruments. As IFRS 7 is a disclosure standard, there is no impact other than enhanced disclosure, with comparative information being revised where needed.

IFRIC 9 – Reassessment of Embedded Derivatives This interpretation establishes that the date to assess the existence of an embedded derivative is the date an entity first becomes a party to the contract, with reassessment only if there is a change to the contract that significantly modifies the cash flows. As the Group has no embedded derivative requiring separation from the host contract, adoption of this interpretation has had no impact on the financial statements of the Group.

IFRIC 10 – Interim Financial Reporting and Impairment As of 1 January 2007, the Group adopted IFRIC 10 which requires that an entity must not reverse an impairment loss recognised in a previous interim period in respect of goodwill or an investment in either an equity instrument or a financial asset carried at cost. As the Group had no impairment losses previously reversed, the interpretation had no impact on the financial position or performance of the Group.

IFRIC 11 IFRS 2 – Group and Treasury Share Transactions The Group has elected to early adopt IFRIC Interpretation 11 as of 1 January 2007, insofar as it applies to consolidated financial statements. This interpretation requires arrangements whereby an employee is granted rights to an entity's equity instruments to be accounted for as an equity-settled scheme, even if the entity buys the instruments from another party, or the shareholders provide the equity instruments themselves.

IFRIC 14 IAS 19 – The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction The Group has elected to early adopt IFRIC Interpretation 14 as of 1 January 2007. This interpretation provides guidance on how to assess the limit in IAS 19 Employee Benefits on the amount of surplus that can be recognised as an asset. It also explains that when a plan is operated in an environment of statutory or contractual minimum funding requirements, and there are restrictions over the amounts that the employer can recover from the plan, an obligation to pay contributions may give rise to a liability additional to the liability that is recognised in respect of the IAS 19 deficit.

2 Summary of significant accounting policies (continued)

(e) Revenue

There have been no changes in the Group's accounting policies for revenue in the year; however the Group feels that it would be helpful to provide enhanced disclosure in respect of its accounting policies in this area.

Revenue is earned within the United Kingdom, Europe, India and South-East Asia.

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Group and the revenue can be reliably measured. Other than in respect of service contracts, described below, and where the Group is acting as lessor (see (v)), revenue represents fee income recognised in respect of services provided during the period (stated net of value added tax).

For time and materials contracts which are those where Capita provide staff to customers at hourly or daily rates, revenue is recognised on the basis of time worked.

Revenue on contracts where there is an ongoing service (e.g. life and pensions policy administration, hardware maintenance) is recognised over the period during which the service is provided.

Contracts where there are distinguishable components are separated and revenue is recognised individually on the basis that each component can be reliably estimated. Revenues and costs relating to each element are recognised simultaneously.

(f) Service contracts

(i) **Brownfield outsourcing contracts** – Brownfield contracts are where there is a transfer of an existing operation to the Group. For brownfield contracts all costs incurred prior to service commencement are expensed as incurred and revenue represents fee income in respect of services provided.

(ii) **Greenfield outsourcing contracts** – A greenfield contract is one in which an entirely new service is being established for a customer. For these contracts no profit is recognised until service delivery commences and is being invoiced. Upon commencement, revenue represents fees invoiced in respect of services provided. Direct incremental costs incurred on the contract prior to service commencement and reimbursable during the contract, excluding any overheads, are included in prepayments and amortised over the life of the contract. On some contracts, non-refundable payments are received, prior to full service commencement, on the achievement of agreed contract delivery milestones. These are recognised as revenue when earned.

(iii) **Property consultancy and transformation contracts** – Revenue represents the sales value of work done in the year, including fees invoiced and estimates in respect of amounts to be invoiced after the year-end. Profits are recognised on long term contracts where the final outcome can be assessed with reasonable certainty. In calculating this the percentage of completion method is used based on the proportion of costs incurred to the total estimated cost. Cost includes direct staff costs and outlays. Full provision is made for all known or anticipated losses on each contract immediately such losses are forecast.

In respect of construction contracts, gross amounts due from customers are stated at the proportion of the anticipated net sales value earned to date less amounts billed on account. To the extent that fees paid on account exceed the value of work performed, they are included in creditors as gross amounts due to customers.

(g) Foreign currency translation

The functional and presentation currency of The Capita Group Plc and its United Kingdom subsidiaries is the pound sterling (£). Transactions in foreign currencies are initially recorded in the functional currency rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated at the functional currency rate of exchange ruling at the balance sheet date. All differences are taken to the consolidated income statement with the exception of differences on foreign currency borrowings that provide a hedge against a net investment in a foreign operation. These are taken directly to equity until the disposal of the net investment, at which time they are recognised in the consolidated income statement.

Tax charges and credits attributable to exchange differences on those borrowings are also dealt with in equity. Non-monetary items that are measured in terms of historical cost in a foreign currency are translated using the exchange rate as at the date of initial transaction. Non-monetary items measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined.

The functional currencies of overseas operations include the euro, Indian rupee, Malaysian ringgit, South Korean won and the Philippine peso. As at the reporting date, the assets and liabilities of the overseas operations are retranslated into the presentation currency of The Capita Group Plc at the rate of exchange ruling at the balance sheet date and their income statements are translated at the weighted average exchange rate for the year. The exchange differences arising on the retranslation are taken directly to a separate component of equity. On disposal of a foreign operation, the deferred cumulative amount recognised in equity relating to that particular foreign operation shall be recognised in the income statement.

The Group has elected not to record cumulative translation differences arising prior to the transition date as permitted by IFRS 1. In utilising this exemption, all cumulative translation differences are deemed to be zero as at 1 January 2004 and all subsequent disposals shall exclude any translation differences arising prior to the date of transition.

Notes to the consolidated financial statements

2 Summary of significant accounting policies (continued)

(h) Property, plant and equipment

Property, plant and equipment is stated at cost less accumulated depreciation and any impairment in value. Depreciation is calculated on a straight-line basis over the estimated useful life of the asset as follows:

Freehold buildings and long leasehold property	– over 50 years
Leasehold improvements	– period of the lease
Plant and equipment	– 3 – 10 years

The carrying values of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. If any such indication exists and where the carrying values exceed the estimated recoverable amount, the assets are written down to their recoverable amount. The recoverable amount of property, plant and equipment is the greater of net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs. Impairment losses are recognised in the income statement in the administrative expenses line item.

An item of property, plant and equipment is de-recognised upon disposal or when no future economic benefits are expected to arise from the continued use of the asset. Any gain or loss arising on de-recognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the item) is included in the income statement in the year in which the item is de-recognised.

(i) Borrowing costs

Borrowing costs are currently recognised as an expense when incurred in accordance with the benchmark accounting treatment under IAS 23.

(j) Goodwill

Goodwill recognised under UK GAAP prior to the date of transition to IFRS is stated at net book value as at this date. This goodwill had been amortised on a straight-line basis over its useful economic life (ranging from 5 to 20 years). This was changed on transition to IFRS. Goodwill recognised subsequent to 1 January 2004 is, on acquisition, initially measured at cost being the excess of the cost of the business combination over the acquirer's interest in the net fair value of the identifiable assets, liabilities and contingent liabilities. Following initial recognition, goodwill is measured at cost less any accumulated impairment losses. Goodwill is reviewed for impairment annually or more frequently if events or changes in circumstances indicate that the carrying value may be impaired. Goodwill arising on acquisitions prior to 31 December 1997 remains set off directly against reserves and does not get recycled through the income statement.

As at the acquisition date, any goodwill acquired is allocated to each of the cash-generating units expected to benefit from the combination's synergies. Impairment is determined by assessing the recoverable amount of the cash-generating unit to which the goodwill relates. Where the recoverable amount of the cash-generating unit is less than the carrying amount, an impairment loss is recognised. Where goodwill forms part of a cash-generating unit and part of the operation within that unit is disposed of, the goodwill associated with the operation disposed of is included in the carrying amount of the operation when determining the gain or loss on disposal of the operation. Goodwill disposed of in these circumstances is measured on the basis of the relative values of the operation disposed of and the portion of the cash-generating unit retained.

(k) Intangible assets

Intangible assets acquired separately are capitalised at cost and those identified in a business acquisition are capitalised at fair value as at the date of acquisition. Following initial recognition, the carrying amount of an intangible asset is its cost less any accumulated amortisation and any accumulated impairment losses. The useful lives of intangible assets are assessed to be either finite or indefinite. There were no indefinite-lived assets in 2006 or 2007. Amortisation is charged on assets with finite lives, this expense is taken to the income statement through the administrative expenses line item.

Intangible assets with finite lives are only tested for impairment, either individually or at the cash-generating unit level, where there is an indicator of impairment.

Gains or losses arising from de-recognition of an intangible asset are measured as the difference between the net disposal proceeds and the carrying amount of the asset and are recognised in the income statement when the asset is de-recognised.

Intangible assets identified and recognised since transition to IFRS are profiled as follows:

- Brands are amortised evenly over their useful economic lives of 5 and 10 years
- Software and licences are amortised over their useful economic lives of 5 years
- Contracts and committed sales are amortised over their useful economic lives of between 1.5 and 10 years
- Customer lists and relationships are amortised over their useful economic lives of between 4 and 10 years
- Other intangibles are amortised over their useful economic lives of 6.5 years.

2 Summary of significant accounting policies (continued)

(l) Recoverable amount of non-current assets

At each reporting date, the Group assesses whether there is any indication that an asset may be impaired. Where an indicator of impairment exists, the Group makes a formal estimate of the asset's recoverable amount. Where the carrying amount of an asset exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. The recoverable amount is the higher of an asset's or cash-generating unit's fair value less costs to sell and its value in use and is determined for an individual asset, unless the asset does not generate cash inflows that are largely independent of those from other assets or groups of assets.

(m) Investments and other financial assets

All investments are initially recorded at their fair value. Subsequently they are reviewed for impairment if events or changes in circumstances indicate the carrying value may not be recoverable.

Investment loans are measured at amortised cost using the effective interest method.

Available for sale financial assets are measured at their fair value with unrealised gains or losses being recognised directly in equity. When the investment is disposed of, the cumulative gain or loss previously recorded in equity is recognised in the income statement.

Financial assets at fair value through the income statement (disclosed in investment income) include financial assets designated upon initial recognition as at fair value through the income statement.

Financial assets may be designated upon initial recognition as at fair value through profit or loss if the assets are part of a group of financial assets which are managed and their performance evaluated on a fair value basis, in accordance with a documented risk management strategy.

(n) Trade and other receivables

Trade receivables are recognised and carried at original invoice amount less an allowance for any uncollectable amounts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off when identified.

(o) Cash and cash equivalents

Cash and short term deposits in the balance sheet comprise cash at bank and in hand and short term deposits with an original maturity of three months or less.

For the purpose of the consolidated cash flow statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts, except where no right of set-off exists.

(p) Interest-bearing loans and borrowings

All loans and borrowings are initially recognised at their fair value.

After initial recognition loans and borrowings are subsequently measured at amortised cost using the effective interest method. Amortised cost is calculated by taking into account any issue costs, and any discount or premium on settlement.

Gains and losses are recognised in the income statement when the liabilities are de-recognised, as well as through the amortisation process.

(q) Provisions

Provisions are recognised when the Group has a present obligation (legal or constructive) as a result of a past event and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Where the Group expects some or all of a provision to be reimbursed, for example under an insurance contract, the reimbursement is recognised as a separate asset but only when recovery is virtually certain. The expense relating to any provision is presented in the income statement net of any reimbursement. If the effect of the time value of money is material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the liability. Where discounting is used, the increase in the provision due to the passage of time is recognised as a borrowing cost.

(r) Surplus properties

The Group provides, on a discounted basis, for the future rent expense and related cost of leasehold property (net of estimated sub-lease income) where the space is vacant or currently not planned to be used for ongoing operations.

(s) Pre-contract costs

Pre-contract award bidding costs are expensed as incurred.

Notes to the consolidated financial statements

2 Summary of significant accounting policies (continued)

(t) Pension schemes

The Group maintains a number of defined contribution pension schemes and for these schemes the Group has no further payment obligations once the contributions have been paid. The contributions are recognised as an employee benefit expense in the income statement for the year when they are due.

In addition, the Group operates a defined benefit pension scheme and participates in a number of other defined benefit pension schemes, all of which require contributions to be made to separate trustee-administered funds. The costs of providing benefits under these schemes are determined separately for each scheme using the projected unit credit method, which attributes entitlement to benefits to the current period (to determine current service cost) and to the current and prior periods (to determine the present value of the defined benefit obligation) and is based on actuarial advice. Past service costs are recognised immediately in the income statement, unless the changes are conditional on employees remaining in service for a specified period of time (the vesting period). In this case, the past service costs are amortised on a straight-line basis over the average vesting period.

When a settlement (eliminating all obligations for benefits already accrued) or a curtailment (reducing future obligations as a result of a material reduction in the scheme membership or a reduction in future entitlement) occurs the obligation and related plan assets are remeasured using current actuarial assumptions and the resultant gain or loss recognised in the income statement during the period in which the settlement or curtailment occurs.

The interest cost element of the defined benefit pension charge represents a change in the present value of scheme obligations resulting from the passage of time and is determined by applying the discount rate to the opening present value of the benefit obligation taking into account material changes in the obligation during the year. The expected return on plan assets is based on an assessment made at the beginning of the year of long term market returns on scheme assets, adjusted for the effect on fair value of plan assets of contributions received and benefits paid during the year.

In respect of three of the defined benefit pension schemes in which the Group participates, the Group accounts for its legal and constructive obligation over the period of its participation which is for a fixed period only.

Actuarial gains and losses are fully recognised in equity through the statement of recognised income and expense such that the balance sheet reflects the scheme's surplus or liability at the balance sheet date. Current and past service cost are charged to operating profit with the interest cost, net of expected return on assets in the plans, included within administrative expenses.

The liability on the balance sheet in respect of the defined benefit pension schemes comprises the total for each scheme, or group of schemes, of the present value of the defined benefit obligation (using a discount rate based on high quality corporate bonds), less any past service cost not yet recognised and less the fair value of plan assets out of which the obligations are to be settled directly. Fair value is based on market price information and in the case of quoted securities is the published bid price. The value of a net pension benefit asset is restricted to the sum of any unrecognised past service costs and the present value of any amount the Group expects to recover by way of refunds from the plan or reductions in the future contributions.

(u) Derivative financial instruments

The Group uses derivative financial instruments such as interest rate swaps and foreign currency contracts to hedge risks associated with interest and exchange rate fluctuations. Such derivative financial instruments are stated at fair value. The fair values of interest rate swaps and foreign currency contracts are determined by reference to market rates for similar instruments.

For the purpose of hedge accounting, hedges are classified as either: fair value hedges when they hedge the exposure to changes in the fair value of a recognised asset or liability; or cash flow hedges where they hedge exposure to variability in cash flows that is attributable to a particular risk associated with either a recognised asset or liability or a forecast transaction.

In relation to fair value hedges (e.g. fixed to floating interest rate swaps held as fair value hedges against fixed interest rate borrowings) which meet the conditions for hedge accounting, any gain or loss from re-measuring the hedging instrument at fair value is recognised immediately in the income statement. Any gain or loss on the hedged item attributable to the hedged risk is adjusted against the carrying amount of the hedged item and recognised in the income statement.

In relation to cash flow hedges the effective portion of the gain or loss on the hedging instrument is recognised directly in equity, while any ineffective portion is recognised immediately in the income statement. Amounts taken to equity are transferred to the income statement when the hedged transaction affects the income statement, such as when the hedged financial income or financial expense is recognised or when a forecast transaction occurs. Where the hedged item is the cost of a non-financial asset or non-financial liability, the amounts taken to equity are transferred to the initial carrying amount of the non-financial asset or liability.

If the forecast transaction or firm commitment is no longer expected to occur, amounts previously recognised in equity are transferred to the income statement. If the hedging instrument expires or is sold, terminated or exercised without replacement or rollover, or if its designation as a hedge is revoked, amounts previously recognised in equity remain in equity until the forecast transaction or firm commitment occurs.

For derivatives that do not qualify for hedge accounting, any gains or losses arising from changes in fair value are taken directly to the income statement.

(v) Leasing

The determination of whether an arrangement is, or contains, a lease is based on the substance of the arrangement at inception date and is concerned with whether the fulfilment of the arrangement is dependent upon the use of a specific asset or assets and the arrangement conveys a right to use the asset.

Group as a lessee Finance leases, which transfer to the Group substantially all the risks and benefits incidental to ownership of the leased item, are capitalised at the inception of the lease at the fair value of the leased property or, if lower, at the present value of the minimum lease payments. Lease payments are apportioned between the finance charges and reduction of the lease liability so as to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged directly against income.

Capitalised leased assets are depreciated over the shorter of the estimated life of the asset or the lease term. Leases where the lessor retains substantially all the risks and benefits of ownership of the asset are classified as operating leases. Operating lease payments are recognised as an expense in the income statement on a straight-line basis over the lease term.

Group as a lessor Leases where the Group does not transfer substantially all the risks and benefits of ownership of the asset are classified as operating leases. Rental income arising from operating leases is recognised in the income statement on a straight-line basis over the lease term.

2 Summary of significant accounting policies (continued)

(w) Income tax

Deferred income tax is provided, using the liability method, on all temporary differences at the balance sheet date between the tax bases of assets and liabilities and their carrying amounts for financial reporting purposes.

Deferred income tax liabilities are recognised for all taxable temporary differences:

- except where the deferred tax liability arises from the initial recognition of goodwill
- except where the deferred income tax liability arises from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss
- in respect of taxable temporary differences associated with investments in subsidiaries, associates and interests in joint ventures, except where the timing of the reversal of the temporary differences can be controlled and it is probable that the temporary differences will not reverse in the foreseeable future.

Deferred income tax assets are recognised for all deductible temporary differences, carry-forward of unused tax assets and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences and the carry-forward of unused tax assets and unused tax losses can be utilised, except where the deferred income tax asset relating to the deductible temporary difference arises from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

The carrying amount of deferred income tax assets is reviewed at each balance sheet date and reduced to the extent that it is no longer probable that sufficient taxable profit will be available to allow all or part of the deferred income tax asset to be utilised.

Deferred income tax assets and liabilities are measured at the tax rates that are expected to apply to the year when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at the balance sheet date.

Income tax relating to items recognised directly in equity is recognised in equity and not in the income statement.

(x) Share based payments

The Group operates a number of executive and employee share schemes.

The cost of equity-settled transactions with employees is measured by reference to the fair value at the date at which they are granted and is recognised as an expense over the vesting period, which ends on the date on which the relevant employees become fully entitled to the award. Fair value is determined using an option pricing model. In valuing equity-settled transactions, no account is taken of any vesting conditions, other than conditions linked to the price of the shares of the company (market conditions).

No expense is recognised for awards that do not ultimately vest, except for awards where vesting is conditional upon a market condition, which are treated as vesting irrespective of whether or not the market condition is satisfied, provided that all other performance conditions are satisfied.

At each balance sheet date before vesting, the cumulative expense is calculated, representing the extent to which the vesting period has expired and management's best estimate of the achievement or otherwise of non-market conditions, the number of equity instruments that will ultimately vest or, in the case of an instrument subject to a market condition, be treated as vesting as described above. The movement in cumulative expense since the previous balance sheet date is recognised in the income statement, with a corresponding entry in equity.

Where the terms of an equity-settled award are modified or a new award is designated as replacing a cancelled or settled award, the cost based on the original award terms continues to be recognised over the original vesting period. In addition, an expense is recognised over the remainder of the new vesting period for the incremental fair value of any modification, based on the difference between the fair value of the original award and the fair value of the modified award, both as measured on the date of the modification. No reduction is recognised if this difference is negative.

Where an equity-settled award is cancelled, it is treated as if it had vested on the date of cancellation, and any cost not yet recognised in the income statement for the award is expensed immediately. Any compensation paid up to the fair value of the award at the cancellation or settlement date is deducted from equity, with any excess over the fair value being treated as an expense in the income statement.

The Group has taken advantage of the transitional provisions of IFRS 2 in respect of equity-settled awards and has applied IFRS 2 only to equity-settled awards granted after 7 November 2002 that had not vested before 1 January 2006.

(y) Participation in Lloyd's market syndicate

Capita provides run off administrative services to Lloyd's syndicates. On occasion where there is a commercial driver to do so, the Group will take an equity holding in a Corporate Member (a limited liability company – operating in the Lloyd's market).

The Group has treated this arrangement as an investment in a joint venture, whereby the Group and the other venturers have a contractual arrangement that establishes joint control over the economic activities of the entity. The Group's investment in the joint venture is accounted for using the equity method of accounting. Under the equity method the investment in the joint venture is carried in the balance sheet at cost plus post-acquisition changes in the Group's share of net assets of the entity. The income statement reflects, where material, the share of the results of operations of the joint venture. Profits and losses resulting from transactions between the Group and the joint venture are eliminated to the extent of the interest in the joint venture. The Corporate Member's share of the assets and liabilities of the syndicate and the quota share arrangement are further disclosed in note 16 to these financial statements.

Notes to the consolidated financial statements

2 Summary of significant accounting policies (continued)

(z) New standards and interpretations not applied

The IASB and the IFRIC have issued the following standards and interpretations with an effective date after the date of these financial statements:

	Effective date
International Accounting Standards (IAS/IFRSs)	
IFRS 3 Business Combinations (Revised)	1 July 2009
IFRS 8 Operating Segments	1 January 2009
IAS 23 Borrowing Costs (Revised)	1 January 2009
IAS 1 Presentation of Financial Statements (Revised)	1 January 2009
International Financial Reporting Interpretations Committee (IFRIC)	
IFRIC 12 Service Concession Arrangements	1 January 2008
IFRIC 13 Customer Loyalty Programmes	1 July 2008

The Directors do not anticipate that the adoption of these standards and interpretations will have a material impact on the Group's financial statements in the period of initial application.

3 Revenue

Revenue disclosed in the income statement is analysed as follows:

	Notes	2007 £m	2006 £m
Rendering of services		1,964.0	1,649.9
Construction contracts	21	107.8	70.5
Rental income from operating leases	23	1.5	18.1
Revenue from operating activities		2,073.3	1,738.5
Finance revenue	8	1.6	1.0
Total revenue		2,074.9	1,739.5

4 Investment income

Investment income includes:

	2007 £m	2006 £m
Gain on financial assets measured at fair value through the income statement	1.2	–
	1.2	–

5 Segmental information

The Group's operations are organised and managed separately according to the nature of the services provided, with each segment representing a strategic business unit offering a different package of related services across the Group's markets. A description of the service provision for each segment can be found in the business review on pages 37–41.

Before eliminating sales between business units on consolidation, the Group accounts for sales between business units as if they were to a third party at market rates.

The tables below present revenue, result and certain asset and liability information for the Group's business segments for the years 2007 and 2006. All operations in 2007 are continuing.

Year ended 31 December 2007

Segment revenue	HR Solutions £m	Property Consultancy £m	Insurance and Specialist Services £m	Financial Services £m	Integrated Services £m	ICT and Advisory Services £m	Life & Pensions £m	Professional Services £m	Total £m
Total segment revenue	265.7	244.6	350.0	158.2	317.5	383.3	264.8	302.4	2,286.5
Inter-segment revenue	(19.8)	(12.7)	(25.5)	(1.3)	(15.1)	(91.4)	(9.3)	(38.1)	(213.2)
Third party revenue	245.9	231.9	324.5	156.9	302.4	291.9	255.5	264.3	2,073.3
Segment result									
Result after depreciation	24.4	20.4	37.5	37.9	48.8	29.7	32.3	48.9	279.9
Share based payment	(1.0)	(1.1)	(1.5)	(0.6)	(2.2)	(0.7)	(0.7)	(0.8)	(8.6)
Intangible amortisation	(0.1)	(0.7)	(3.0)	(1.2)	(1.3)	(0.5)	(1.4)	(1.5)	(9.7)
	23.3	18.6	33.0	36.1	45.3	28.5	30.2	46.6	261.6
Net finance costs									(34.1)
Investment income									1.2
Profit before tax									228.7
Corporation taxation									(62.5)
Profit after tax									166.2

Other segment information

Assets by segment

Assets	65.6	72.0	162.1	55.9	105.4	53.8	122.3	54.3	691.4
Intangible assets	81.4	55.0	240.8	176.9	47.9	28.0	64.8	50.9	745.7
	147.0	127.0	402.9	232.8	153.3	81.8	187.1	105.2	1,437.1
Liabilities	(32.6)	(28.4)	(137.3)	(49.5)	(106.4)	(70.9)	(78.6)	(111.0)	(614.7)
Net allocated assets/(liabilities)	114.4	98.6	265.6	183.3	46.9	10.9	108.5	(5.8)	822.4
Unallocated assets									53.5
Unallocated liabilities									(544.1)
Total net assets									331.8
Capital expenditure									
Tangible assets	3.9	2.7	7.2	3.8	9.9	9.1	23.2	8.1	67.9
Depreciation charge	2.8	2.7	7.3	2.1	9.5	6.8	6.4	8.5	46.1
Intangible assets	2.3	0.9	41.6	18.0	24.1	0.0	26.8	13.2	126.9
Intangible amortisation	0.1	0.7	3.0	1.2	1.3	0.5	1.4	1.5	9.7

Unallocated assets include held for sale financial assets, financial assets held at fair value through the income statement, the cash flow hedge financial asset, cash in bank, currency and interest rate swaps and the pension asset. Unallocated liabilities include overdrafts, lease obligations, loan notes, currency swaps, bonds and the pension liability.

Notes to the consolidated financial statements

5 Segmental information (continued)

The tables below present revenue by the geographical location of customers, carrying amount of assets and expenditure on tangible and intangible assets by location of those assets.

Revenue	United Kingdom £m	Non-United Kingdom £m	Total £m
Total segment revenue	2,217.5	69.0	2,286.5
Inter-segment revenue	(203.8)	(9.4)	(213.2)
Third party revenue	2,013.7	59.6	2,073.3
Other segment information			
Assets	665.0	26.4	691.4
Intangible assets	712.1	33.6	745.7
Unallocated assets	53.5	–	53.5
Total assets	1,430.6	60.0	1,490.6
Capital expenditure			
Tangible assets	62.5	5.4	67.9
Intangible assets	109.6	17.3	126.9

Year ended 31 December 2006

Segment revenue	HR Solutions £m	Property Consultancy £m	Insurance and Specialist Services £m	Financial Services £m	Integrated Services £m	ICT and Advisory Services £m	Life & Pensions £m	Professional Services £m	Total £m
Total segment revenue	226.0	225.5	310.1	120.9	317.6	329.3	186.9	249.5	1,965.8
Inter-segment revenue	(20.1)	(26.1)	(26.9)	(0.1)	(16.7)	(77.0)	(2.6)	(57.8)	(227.3)
Third party revenue	205.9	199.4	283.2	120.8	300.9	252.3	184.3	191.7	1,738.5
Segment result									
Result after depreciation	18.7	13.9	32.8	32.1	48.7	25.8	23.4	38.2	233.6
Share based payment	(1.0)	(1.1)	(1.5)	(0.6)	(2.1)	(0.7)	(0.7)	(0.8)	(8.5)
Intangible amortisation	–	(0.2)	(2.2)	(0.9)	(0.9)	(0.4)	(1.2)	(1.1)	(6.9)
	17.7	12.6	29.1	30.6	45.7	24.7	21.5	36.3	218.2
Net finance costs									(25.0)
Profit before tax and minority interests									193.2
Corporation taxation									(53.5)
Minority interests									0.1
Profit after tax and minority interests									139.8
Other segment information									
Assets by segment									
Assets	58.8	68.1	135.7	62.7	118.0	37.2	75.3	51.5	607.3
Intangible assets	79.2	54.8	203.7	160.1	25.1	28.4	39.4	39.3	630.0
	138.0	122.9	339.4	222.8	143.1	65.6	114.7	90.8	1,237.3
Liabilities	(29.1)	(24.0)	(129.9)	(60.8)	(95.7)	(34.9)	(37.5)	(101.0)	(512.9)
Net allocated assets/(liabilities)	108.9	98.9	209.5	162.0	47.4	30.7	77.2	(10.2)	724.4
Unallocated assets									29.8
Unallocated liabilities									(428.4)
Total net assets									325.8
Capital expenditure									
Tangible assets	4.4	3.1	5.3	3.6	16.6	4.9	18.4	6.7	63.0
Depreciation charge	1.6	2.7	4.7	2.0	19.1	3.8	4.9	3.4	42.2
Intangible assets	0.2	2.6	6.0	20.9	0.4	7.9	0.3	11.1	49.4
Intangible amortisation	–	0.2	2.2	0.9	0.9	0.4	1.2	1.1	6.9

5 Segmental information (continued)

The tables below present revenue by the geographical location of customers, carrying amount of assets and expenditure on tangible and intangible assets by location of those assets.

Revenue	United Kingdom £m	Non-United Kingdom £m	Total £m
Total segment revenue	1,915.3	50.5	1,965.8
Inter-segment revenue	(231.1)	3.8	(227.3)
Third party revenue	1,684.2	54.3	1,738.5
Other segment information			
Assets	581.1	26.2	607.3
Intangible assets	612.7	17.3	630.0
Unallocated assets	29.8	–	29.8
Total assets	1,223.6	43.5	1,267.1
Capital expenditure			
Tangible assets	59.4	3.6	63.0
Intangible assets	39.6	9.8	49.4

6 Operating profit

This is stated after charging/(crediting):

	Notes	2007 £m	2006 £m
Employee benefits expense	7	872.7	749.9
Amortisation of intangible assets (as shown in amortisation column)	14	9.7	6.9
Depreciation	13	46.1	42.2
(Profit)/loss on sale of property, plant and equipment		(0.1)	0.3
Amortisation of other intangible assets (treated as depreciation)*	14	1.5	1.2
Minimum lease payments recognised as an operating lease expense		69.5	63.6
Foreign exchange differences		0.2	0.7

*Included within operating activities before amortisation.

UK fees paid to the auditors include fees in relation to:

	2007 £m	2006 £m
Audit of financial statements	0.5	0.5
Other UK fees:		
Local statutory audits for subsidiaries	0.3	0.3
Further assurance services	0.1	0.1
Other non-audit services**	0.1	0.1
	1.0	1.0

**There were no other amounts payable to the auditors requiring disclosure under s390B of the Companies Act 1985.

7 Employee benefits expense

	2007 £m	2006 £m
Wages and salaries	751.1	645.2
Social security costs	76.0	63.1
Pension costs (see note 32)	37.0	33.1
Share based payments	8.6	8.5
	872.7	749.9

The average number of employees during the year was made up as follows:

	2007 Number	2006 Number
Sales	682	671
Administration	1,728	1,749
Operations	24,014	23,164
	26,424	25,584

Details of Directors' remuneration are contained within the Directors' remuneration report on pages 57–62.

Notes to the consolidated financial statements

8 Finance revenue

	2007 £m	2006 £m
Bank interest receivable	1.2	0.4
Other interest receivable	0.4	0.6
Total finance revenue (on a historical cost basis)	1.6	1.0

9 Finance costs

	2007 £m	2006 £m
Loan note interest	1.1	0.8
Bonds	25.8	15.5
Bank loans and overdrafts	8.5	9.5
Other interest payable	0.2	0.1
Unwinding of interest on discounted property provision	0.1	0.1
Total finance costs (on a historical cost basis)	35.7	26.0

10 Income tax

The major components of income tax expense for the years ended 31 December 2007 and 2006 are:

Consolidated income statement	2007 £m	2006 £m
Current income tax		
Current income tax charge	61.8	53.1
Adjustment in respect of prior years	(3.0)	(4.6)
Deferred income tax		
Origination and reversal of temporary differences	6.6	5.3
Adjustment in respect of prior years	(2.9)	(0.3)
	62.5	53.5

Consolidated statement of recognised income and expense

	2007 £m	2006 £m
Deferred income tax related to items charged/(credited) directly to equity		
Current income tax deduction on exercise of stock options in excess of share based payments	(10.0)	(7.6)
Deferred income tax on cash flow hedges	1.6	–
Deferred income tax movement in relation to share based payments	5.8	(7.2)
Deferred income tax movement in relation to actuarial gains on defined benefit plans	7.6	3.8
	5.0	(11.0)

A reconciliation between tax expense and the product of accounting profit multiplied by the UK corporation tax rate for the years ended 31 December 2007 and 2006 is as follows:

	2007 £m	2006 £m
Accounting profit before tax	228.7	193.2
Notional charge at UK corporation tax rate of 30% (2006: 30%)	68.6	58.0
Adjustments in respect of current income tax of prior years	(3.0)	(4.6)
Adjustments in respect of deferred tax of prior years	(2.9)	(0.3)
Non-deductible expenses	1.8	1.6
Attributable to lower tax rates in overseas jurisdictions	(1.5)	(1.2)
Attributable to reduction in corporation tax rate	(0.5)	–
At the effective tax rate of 27.3% (2006: 27.7%)	62.5	53.5
Total tax expense reported in the income statement	62.5	53.5

The tax charge for the year ended 31 December 2007 was £62.5m (2006: charge of £53.5m) and is after a prior year net credit of £3.0m resulting from the successful resolution of issues with relevant tax authorities. The tax charge is equivalent to an underlying effective tax rate of 27.3% (2006: 27.7%). The effective tax rate on profit before amortisation is 27.7% (2006: 27.7%). In addition, a net tax charge of £5.0m has been debited directly to equity including a credit of £10.0m in respect of realised stock option gains which resulted in a corresponding reduction in cash tax liabilities for the year ended 31 December 2007.

10 Income tax (continued)**Deferred income tax**

Deferred income tax at 31 December relates to the following:

	Consolidated balance sheet		Consolidated income statement	
	2007 £m	2006 £m	2007 £m	2006 £m
Deferred tax liabilities				
Accelerated capital allowances	(4.6)	(3.5)	3.2	0.9
Pension scheme's asset	(5.7)	–	–	–
Cash flow hedges	(1.6)	–	–	–
Fair value adjustments on acquisition	(12.6)	(10.6)	(3.3)	(1.9)
	(24.5)	(14.1)		
Deferred tax assets				
Share based payments	15.7	20.7	(0.8)	(2.6)
Pension schemes' liability	4.5	11.8	5.4	4.8
Provisions	5.0	3.4	(1.1)	3.3
Losses available for offset against future taxable income	0.7	0.3	0.3	0.5
	25.9	36.2		
Net deferred tax asset	1.4	22.1		
Deferred income tax expense			3.7	5.0

The Group has tax losses which arose in the UK of £11.0m (2006: £5.0m) that are available for offset against future taxable profits of the companies in which the losses arose. Deferred tax assets have not been recognised in respect of £8.5m (2006: £4.0m) of these losses, as their recoverability is uncertain.

The UK corporation tax rate will decrease from 30% to 28% from 1 April 2008. The deferred tax balance has been adjusted in the current year to reflect this change.

There are no income tax consequences attaching to the payment of dividends by The Capita Group Plc to its shareholders.

11 Earnings per share

Basic earnings per share amounts are calculated by dividing net profit for the year attributable to ordinary equity holders of the parent by the weighted average number of ordinary shares outstanding during the year.

Diluted earnings per share amounts are calculated by dividing the net profit for the year attributable to ordinary equity holders of the parent by the weighted average number of ordinary shares outstanding during the year plus the weighted average number of ordinary shares that would be issued on the conversion of all the dilutive potential ordinary shares into ordinary shares.

The following reflects the income and share data used in the basic and diluted earnings per share computations:

	2007 £m	2006 £m
Net profit attributable to ordinary equity holders of the parent from operations	166.2	139.8
	2007 Number million	2006 Number million
Weighted average number of ordinary shares (excluding treasury shares) for basic earnings per share	613.6	626.3
Dilutive potential ordinary shares:		
Employee share options	10.3	15.0
Weighted average number of ordinary shares (excluding treasury shares) adjusted for the effect of dilution	623.9	641.3

There have been no other transactions involving ordinary shares or potential ordinary shares between the reporting date and the date of completion of these financial statements.

The following additional earnings per share figures are calculated based on earnings attributable to ordinary equity holders of the parent before amortisation of £172.4m (2006: £144.8m) and after amortisation of £166.2m (2006: £139.8m). They are included as they provide a better understanding of the underlying trading performance of the Group.

	2007 P	2006 P
Basic earnings per share – before amortisation	28.10	23.10
– after amortisation	27.09	22.32
Diluted earnings per share – before amortisation	27.63	22.56
– after amortisation	26.64	21.80

Notes to the consolidated financial statements

12 Dividends paid and proposed

	2007 £m	2006 £m
Declared and paid during the year		
Ordinary shares (equity):		
Final for 2006 paid: 6.3p per share (2005: 4.9p per share)	39.2	31.1
Interim for 2007 paid: 4.0p per share (2006: 2.7p per share)	24.7	16.6
Special dividend for 2007: paid 25.0p per share (2006: nil p per share)	154.7	–
	218.6	47.7
Proposed for approval at AGM (not recognised as a liability at 31 December)		
Ordinary shares (equity):		
Final for 2007: 8.0p per share (2006: 6.3p per share)	48.7	38.9

13 Property, plant and equipment

	Leasehold improvements, land and buildings £m	Plant and machinery £m	Total £m
Cost			
At 1 January 2006	36.4	227.0	263.4
Subsidiaries acquired	1.4	0.9	2.3
Additions	7.4	55.6	63.0
Disposals	(5.0)	(55.0)	(60.0)
At 31 December 2006	40.2	228.5	268.7
Subsidiaries acquired	0.3	1.2	1.5
Additions	12.0	55.9	67.9
Disposals	(2.4)	(40.5)	(42.9)
At 31 December 2007	50.1	245.1	295.2
Depreciation and impairment			
At 1 January 2006	13.6	99.7	113.3
Provided during the year	4.7	37.5	42.2
Disposals	(3.3)	(54.5)	(57.8)
At 31 December 2006	15.0	82.7	97.7
Provided during the year	6.0	40.1	46.1
Disposals	(2.4)	(39.6)	(42.0)
At 31 December 2007	18.6	83.2	101.8
Net book value			
At 1 January 2006	22.8	127.3	150.1
At 31 December 2006	25.2	145.8	171.0
At 31 December 2007	31.5	161.9	193.4

The net book value of plant and machinery includes an amount of £nil (2006: £0.1m) in respect of assets held under finance leases. The net book value of assets held by the Group for which it acts as lessor, amounts to £0.4m (2006: £4.7m).

14 Intangible assets

	Brands £m	Software and licences £m	Contracts and committed sales £m	Customer lists and relationships £m	Goodwill £m	Sub-total £m	Other intangibles £m	Total £m
Cost								
At 1 January 2006	5.3	2.0	6.7	26.7	562.1	602.8	12.0	614.8
Subsidiaries acquired	0.6	–	0.2	7.9	39.3	48.0	–	48.0
Additions	–	–	–	–	–	–	1.4	1.4
At 31 December 2006	5.9	2.0	6.9	34.6	601.4	650.8	13.4	664.2
Recognition of intangibles – prior year acquisitions	0.1	0.3	–	3.0	(2.4)	1.0	–	1.0
Subsidiaries acquired	2.8	3.7	–	8.6	105.8	120.9	–	120.9
Additions	–	–	5.0	–	–	5.0	–	5.0
At 31 December 2007	8.8	6.0	11.9	46.2	704.8	777.7	13.4	791.1
Amortisation and impairment								
At 1 January 2006	1.1	0.6	2.9	1.7	12.0	18.3	7.8	26.1
Amortisation during the year	1.2	0.4	0.9	4.4	–	6.9	1.2	8.1
At 31 December 2006	2.3	1.0	3.8	6.1	12.0	25.2	9.0	34.2
Amortisation during the year	1.6	1.1	0.9	6.1	–	9.7	1.5	11.2
At 31 December 2007	3.9	2.1	4.7	12.2	12.0	34.9	10.5	45.4
Net book value								
At 1 January 2006	4.2	1.4	3.8	25.0	550.1	584.5	4.2	588.7
At 31 December 2006	3.6	1.0	3.1	28.5	589.4	625.6	4.4	630.0
At 31 December 2007	4.9	3.9	7.2	34.0	692.8	742.8	2.9	745.7

During the year a total of £3.4m of intangible assets was recognised in respect of prior year acquisitions. This amount was previously reflected within goodwill. As required by IAS 12, deferred taxation is recognised in respect of these items, the impact of this was to increase goodwill in 2007 by £1.0m and to create a deferred tax liability of the same amount.

The amount in 'other intangibles' represents the consideration paid to AON to acquire the contract for the administration of the miners' personal injury liability claims on behalf of the Department of Trade and Industry.

15 Impairment of goodwill

Goodwill acquired through business combinations has been allocated for impairment testing purposes to the groups of cash generating units (CGUs) listed below. These represent the lowest level within the Group at which goodwill is monitored by management for internal reporting purposes.

The significant groups of CGUs identified are Property Consultancy, HR Solutions, Insurance & Specialist Services, Registrar Services, Financial Services and Life & Pensions. The remaining groups of CGUs are included in the 'balance of CGUs' column.

The recoverable amount of all the CGUs is based on a value in use calculation using cash flow projections based on the latest one year budget forecast extrapolated for four future years by a growth rate applicable to each unit; an appropriate terminal value based on a perpetuity calculation using nil real growth is then added. A discount rate of 11.1% is then applied to these projections.

Compound growth rates (years 2–5)	%
Property Consultancy	10.1
HR Solutions	10.1
Insurance & Specialist Services	9.9
Registrar Services	8.7
Financial Services	8.7
Life & Pensions	9.8
Balance of CGUs (weighted average growth rate)	8.5

The growth rates used do not exceed published industry estimates.

Carrying amount of goodwill allocated to groups of cash generating units

	Property Consultancy £m	HR Solutions £m	Insurance & Specialist Services £m	Registrar Services £m	Financial Services £m	Life & Pensions £m	Balance of CGUs £m	Total £m
2007								
Goodwill	47.0	82.0	202.0	105.4	81.2	48.2	127.0	692.8
2006								
Goodwill	46.1	80.7	167.7	93.6	77.3	26.5	97.5	589.4

Notes to the consolidated financial statements

15 Impairment of goodwill (continued)

The key assumptions used in the impairment testing were as follows:

- Profit before interest and taxation
- Discount rates
- Rates of growth in CGUs for the years 2 to 5.

Profit before interest and taxation

The profit before interest and taxation is based on the assumption that future margins will remain at the levels currently being achieved.

Discount rate

The discount rate reflects management's estimate of the gross cost of capital employed for the groups of CGUs listed above. This is the benchmark established to assess operating performance and to evaluate future capital investment proposals.

Rates of growth in cash generating units beyond the budget period

Growth rate assumptions are based on, as far as possible, published industry research.

Goodwill impairment

Management believes that no reasonably possible change in the key assumptions above would cause any of the identified CGUs to become impaired.

16 Financial assets

Current	2007 £m	2006 £m
Cash flow hedges	0.9	–
	0.9	–
	2007 £m	2006 £m
Non Current financial assets		
Available for sale investments ¹	0.3	0.3
Investment loan ²	29.1	12.5
Financial assets at fair value through the income statement ³	25.4	19.8
Cash flow hedges ⁴	4.7	–
Currency swaps ⁴	1.0	–
Interest rate swap ⁴	0.1	–
Investment in a joint venture ⁵	–	–
	60.6	32.6

¹Available for sale assets includes investments in unlisted ordinary shares. The unlisted ordinary shares, for which there is no immediately identifiable market and which have no fixed maturity date or coupon rate, are carried at cost less provision for any impairment.

²The Group has entered into a funding arrangement with Optima Legal Services Limited (OLSL) and during the year has provided it with an additional £16.6m (2006: £12.5m) to fund that company's acquisition of further volume legal services businesses. In addition, with regard to the prior year, the Group entered into an option agreement to acquire the shares of OLSL for £1 in the event that Law Society rules are amended to allow the Group to own the shares in this type of legal services company.

³Financial assets at fair value through the income statement include investments in units, held in the Group's insurance captives. The units are held in managed funds (comprising units of equities and other assets) which are traded with a quoted market price in an active market. An explanation of the Group's accounting policy with regard to these assets is contained in note 2(m) on page 71. These were classified as available-for-sale assets in the previous period. The reclassification was done as it properly reflects the nature of these assets.

⁴Details of the interest rate swap, currency swaps and cash flow hedges are contained in note 25.

⁵The investment in a joint venture disclosed above represents the Group's interest in a syndicate (for which the Group provides administrative outsourcing services) operating in the Lloyd's market, through its joint venture ownership of Cobex Corporate Member No 1 Limited (Cobex) in conjunction with the Group's insurance partners. The assets and liabilities of this syndicate are as follows:

16 Financial assets (continued)

	2007 £m
Investments	5.4
Reinsurance assets	5.7
Other debtors	2.6
Cash and cash equivalents	10.8
Total assets	24.5
Case reserves	(10.6)
Incurred but not reported	(9.6)
Unallocated loss adjustment expense	(2.4)
Other creditors	(1.8)
Accruals and deferred income	(0.1)
Total liabilities	(24.5)
Net position	–

The table above reflects the Cobex share of the assets and liabilities of the Syndicate; Cobex is owned 50.1% by CMGL Holdings Limited (a wholly owned subsidiary of The Capita Group Plc), the remainder being owned by our insurance partner. Cobex has in place a quota share arrangement with its insurance partner such that only 8.86% of any profit or loss declared by the Syndicate, in respect of Cobex, would be attributable to the Group.

The Group has no rights over the assets or liabilities of the Syndicate other than to the extent that it will receive distributed profits or contribute to relieve losses. The Group has in place a letter of credit amounting to £505,000 which is the maximum exposure that the Group has to losses generated within the Syndicate.

17 Business combinations

The Group made a number of acquisitions in 2007, of which only two, the acquisition of Harry Weeks and CMGL are considered material and thus disclosed separately, the remainder are shown in aggregate. The book and fair values of the assets acquired are disclosed in the tables below:

	Book values £m	Fair value adjustments £m	Fair value to Group £m
Harry Weeks (now known as Evolvi Rail Systems Limited)			
Intangible assets	–	4.5	4.5
Property, plant and equipment	0.2	–	0.2
Deferred tax	0.3	–	0.3
Debtors	2.3	(0.4)	1.9
Cash and short term deposits	0.2	–	0.2
Creditors	(2.5)	(0.2)	(2.7)
Net assets	0.5	3.9	4.4
Goodwill arising on acquisition			18.1
			22.5
Discharged by:			
Cash			22.5

Harry Weeks includes Harry Weeks Travel & Leisure Group Limited, a business travel software provider via its Evolvi and Travelpackonline software products.

The Group acquired 100% of the ordinary share capital of Harry Weeks on 2 February 2007. From the date of acquisition Harry Weeks has contributed £0.6m to the net profit after tax of the Group. Had the combination taken place at the beginning of the year the profit after tax of the Group would have been £166.1m and the revenue from continuing operations would have been £2,079.4m.

Within goodwill are certain intangibles that were not separable from the acquirees and could not be measured reliably. These items include customer loyalty and the assembled workforce.

Notes to the consolidated financial statements

17 Business combinations (continued)

CMGL Group of companies	Book values £m	Fair value adjustments £m	Fair value to Group £m
Intangible assets	–	7.4	7.4
Property, plant and equipment	0.5	–	0.5
Deferred tax	1.7	–	1.7
Debtors	3.7	–	3.7
Cash and short term deposits	(2.0)	–	(2.0)
Creditors	(9.7)	(1.2)	(10.9)
Long term debt	(6.9)	–	(6.9)
Corporation tax	(0.2)	–	(0.2)
Net assets	(12.9)	6.2	(6.7)
Goodwill arising on acquisition			27.0
			20.3
Discharged by:			
Cash			14.4
Loan notes			5.9
			20.3

CMGL Group is a leading provider of outsourced claims and insurance management services to FTSE quoted companies, general insurers, Lloyd's underwriters and London Market companies.

The Group acquired 100% of the ordinary share capital of CMGL on 31 March 2007. From the date of acquisition CMGL has contributed £1.43m to the net profit after tax of the Group. Had the combination taken place at the beginning of the year the profit after tax of the Group would have been £163.7m and the revenue from continuing operations would have been £2,107.6m.

Within goodwill are certain intangibles that were not separable from the acquirees and could not be measured reliably. These items include customer loyalty and the assembled workforce.

Other acquisitions	Book values £m	Fair value adjustments £m	Fair value to Group £m
Intangible assets	–	3.2	3.2
Property, plant and equipment	0.8	–	0.8
Deferred tax	1.3	–	1.3
Debtors	6.2	0.2	6.4
Cash and short term deposits	6.2	–	6.2
Creditors	(12.8)	(0.4)	(13.2)
Net assets	1.7	3.0	4.7
Goodwill arising on acquisition			47.9
			52.6
Discharged by:			
Cash			52.6

During the year deferred consideration of £5.2m was paid in respect of acquisitions made in prior years, of which £4.5m had been previously provided; the impact of this was to increase goodwill by £0.7m.

Deferred consideration which is expected to be paid has been accrued in respect of acquisitions made in the current year amounting to £7.8m. The impact of this is to increase goodwill by the same amount.

As required by IAS 12 deferred taxation is calculated on intangible assets recognised as a result of an acquisition, the impact of this was to increase goodwill in 2007 by £4.3m and to create a deferred tax liability of the same amount.

As a result of the above, total goodwill of £105.8m was recognised in the year.

Other acquisitions in the year included Aspen (Actuaries & Pension Consultants) Limited (now known as Capita Hartshead (Actuaries & Pension Consultants) Limited), Higham Dunnet Shaw Plc (now known as Capita Hartshead Solutions Limited), Global Fund Administration Limited (now known as Capita Financial Administrators (Gibraltar) Limited, M.V.R.A. Limited, Eagle Management Services Limited and CPFR Solutions Limited).

The performance of these acquisitions post their inclusion in the Group cannot be ascertained as they have been fully integrated within existing offerings.

Within goodwill are certain intangibles that were not separable from the acquirees and could not be measured reliably. These items include customer loyalty and the assembled workforce.

In January 2008 the Group acquired the entire share capital of Nieuwenhuis Services B.V for a consideration of €5.3m, with a further € 2.7m payable over the next four years subject to the business achieving certain performance targets.

17 Business combinations (continued)**2006 acquisitions**

The Group made a number of acquisitions in 2006, which are shown in aggregate below:

	Book values £m	Fair value adjustments £m	Fair value to Group £m
Intangible assets	–	8.7	8.7
Property, plant and equipment	3.2	(0.9)	2.3
Deferred tax	1.2	–	1.2
Debtors	5.4	(0.4)	5.0
Cash and short term deposits	1.0	–	1.0
Creditors	(6.5)	(1.0)	(7.5)
Obligations under finance leases	(0.7)	–	(0.7)
Provisions	(0.3)	–	(0.3)
Long term debt	(2.7)	–	(2.7)
Corporation tax	(0.5)	–	(0.5)
Net assets	0.1	6.4	6.5
Goodwill arising on acquisition			27.6
			34.1
Discharged by:			
Cash			34.1

During 2006 deferred consideration of £3.5m was paid in respect of acquisitions made in prior years, of which £3.5m had been provided; there was no impact on goodwill.

Deferred consideration which was expected to be paid was accrued in respect of acquisitions made in 2006 and prior years amounting to £9.1m. The impact of this was to increase goodwill by the same amount.

As required by IAS 12 deferred taxation is calculated on intangible assets recognised as a result of an acquisition, the impact of this was to increase goodwill in 2006 by £2.6m and to create a deferred tax liability of the same amount.

As a result of the above, total goodwill of £39.3m was recognised in 2006.

Acquisitions in 2006 included the Sinclair Henderson group of companies, Ruddle Wilkinson Limited, Synaptic Systems Limited, Weblin Limited (now known as Capita Financial Software Limited), Stirling Trustees Limited and Two Ten Communications Limited.

The performance of these acquisitions post their inclusion in the Group could not be ascertained as they had been fully integrated within existing offerings.

Within goodwill there were certain intangibles that were not separable from the acquirees and could not be measured reliably. These items included customer loyalty and the assembled workforce.

18 Trade and other receivables

	2007 £m	2006 £m
Current		
Trade receivables	245.9	221.4
Other receivables	29.5	25.5
Gross amounts due from customers on construction contracts	11.1	9.3
Prepayments and accrued income	169.9	138.7
	456.4	394.9
Non-current		
Other receivables	1.5	0.4
Prepayments and accrued income	9.6	6.4
	11.1	6.8

Trade receivables are non-interest bearing and are generally on 30 days' terms.

At 31 December 2007, trade receivables at a nominal value of £4.2m (2006: £4.4m) were impaired and fully provided for.

Notes to the consolidated financial statements

18 Trade and other receivables (continued)

Movements in the provision for impairment of trade receivables were as follows:

	2007 £m	2006 £m
At 1 January	4.4	4.0
Charge for year	3.3	2.5
Amounts written off	(0.9)	(0.1)
Unused amounts reversed	(2.6)	(2.0)
	4.2	4.4

As at 31 December, the analysis of trade receivables that were past due but not impaired is as follows:

	Total £m	Neither past due nor impaired £m	Past due but not impaired			
			0 – 3 months £m	4 – 6 months £m	7 – 12 months £m	More than 12 months £m
2007	245.9	197.4	42.7	5.8	–	–
2006	221.4	181.2	36.0	4.2	–	–

19 Cash at bank and in hand

	2007 £m	2006 £m
Cash at bank and in hand	0.8	9.7

Cash at bank earns interest at floating rates based on daily bank deposit rates. The fair value of cash is the same as the carrying amount above.

20 Trade and other payables

	2007 £m	2006 £m
Current		
Trade payables	56.5	47.5
Other payables	83.3	59.7
Other taxes and social security	64.2	57.0
Gross amounts due to customers on construction contracts	2.1	2.2
Accruals and deferred income	338.4	273.9
Deferred consideration payable	12.4	9.1
	556.9	449.4
Non-current		
Accruals and deferred income	9.2	0.8
	9.2	0.8

Trade payables are non-interest bearing and are normally settled on terms agreed with suppliers.

21 Construction contracts

Presented in the table below are disclosures with regard to the Group's property consultancy business where the provision, as a sub-contractor, is architectural, structural or another service that results in the construction of a new asset.

	2007 £m	2006 £m
Contract revenue recognised in relation to construction contracts in the year	107.8	70.5
Aggregate costs incurred and recognised profits (less losses) to date	112.9	101.0
Gross amount due from customers for construction contracts	11.1	9.3
Gross amount due to customers on construction contracts	2.1	2.2

22 Financial liabilities

	2007 £m	2006 £m
Current		
Bank overdraft	46.1	0.5
Obligations under finance leases (note 23)	0.2	0.2
Unsecured loan notes	1.7	22.2
Asset-based securitised financing (see below)	9.7	27.5
	57.7	50.4
Non-current		
Obligations under finance leases (note 23)	–	0.3
Bonds	461.1	372.0
Currency swaps	19.1	6.4
	480.2	378.7

The acquisition of BDML included 'insurance debtors subject to a securitisation agreement'. The purpose of this arrangement is to securitise customer receivables, derived through the provision of instalment credit facilities to insurance customers of the company. The company sells said receivables, with no immediate effect on the income statement, for cash to a third party (Gresham in this case). Gresham takes on the rights and responsibilities of these receivables such that the terms of this agreement dictate that Gresham has no recourse to BDML beyond 14% of the total receivable securitised.

The obligations under finance leases are secured on the assets being financed. The bank overdraft, bonds and loan notes are unsecured. The bank overdraft for the current period attracts interest at standard rates. The bank overdraft disclosed as a comparative was held with The Royal Bank of Scotland and therefore there was no right of set off. It attracted interest at standard rates. The bonds effectively bear interest at a rate based on 6 month LIBOR.

Loan notes issued during the year amounted to £5.9m (2006: £nil), further loan notes of £8.2m were assumed through business acquisition and £34.6m (2006: £0.5m) were repaid. The interest rates attributable to the loan notes are fixed for each new issue. These rates ranged from 3.45% to 5.25%. The loan notes issued in the year bear interest at Bank of England base rate minus 35 basis points. The outstanding loan notes totalling £1.7m are repayable on demand and have a final maturity date of 29 March 2009.

The Group has issued guaranteed unsecured bonds as follows:

Bond	Interest rate %	Denomination	Value £m	Maturity
Issued 2002				
Series B	6.44	GBP*	55.0	20 June 2009
Issued 2005				
Series A	0.525 above 6m LIBOR	GBP	50.0	28 September 2013
Series B	0.525 above 6m LIBOR	GBP	25.0	28 September 2015
Total of sterling denominated bonds			130.0	
			US\$m	
Issued 2002				
Series A	6.10	US\$**	66.0	20 June 2009
Series C	6.47	US\$**	36.0	20 June 2012
Issued 2006				
Series A	5.74	US\$**	60.0	28 June 2013
Series B	5.88	US\$**	130.0	28 June 2016
Series A	5.66	US\$**	11.0	13 September 2013
Series B	5.81	US\$**	74.0	13 September 2016
Series C	5.77	US\$**	60.0	13 September 2016
Issued 2007				
Series A	5.57	US\$**	21.0	11 October 2014
Series B	5.88	US\$**	179.0	11 October 2017
Total of US\$ denominated bonds			637.0	
			(GBP £331.1m)	

All series are unsecured and rank pari passu in all respects apart from those detailed above.

*The Group has entered into an interest rate swap to convert the interest cost to floating rate based on 6 month LIBOR.

**The Group has entered into currency swaps for the US\$ issues to achieve a floating rate of interest based on 6 month LIBOR. Further disclosure on the Group's use of hedges is included in note 25 commencing on page 89.

The issue costs incurred during the year amounted to £0.3m. Issue costs are spread over the life of the bonds to their maturity. The unamortised balance of issue costs at the year end totalled £0.8m (2006: £0.6m).

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23 Obligations under leases and hire purchase contracts

Obligations under finance leases and hire purchase contracts

The Group uses finance leases and hire purchase contracts to acquire plant and machinery. These leases have terms of renewal and purchase options but no escalation clauses. Renewals are at the option of the lessee.

The value of future minimum lease payments and their present value, which are the same, is analysed as follows:

	2007 £m	2006 £m
Not later than 1 year	0.2	0.2
Later than 1 year but not later than 5 years	–	0.3
	0.2	0.5

Operating lease agreements where the Group is lessee

The Group has entered into commercial leases on certain properties, motor vehicles and items of plant and machinery. These leases have an average duration of between 3 and 10 years.

Future minimum rentals payable under non-cancellable operating leases are as follows:

	2007 £m	2006 £m
Not later than 1 year	55.4	53.7
Later than 1 year but not later than 5 years	139.3	113.3
Later than 5 years	80.7	57.7
	275.4	224.7

Operating lease agreements where the Group is lessor

The Group has determined that certain executory contracts contain embedded leases as defined by IFRIC 4 'Determining whether an Arrangement contains a Lease'. Accordingly, these are accounted for as leases in accordance with IAS 17 'Leases'.

Future minimum rentals receivable under these embedded operating leases are as follows:

	2007 £m	2006 £m
Not later than 1 year	1.5	18.1
Later than 1 year but not later than 5 years	–	1.5
	1.5	19.6

24 Provisions

	Property provision £m
At 1 January 2007	1.7
Utilisation	(1.0)
Additional provisions in the year	1.8
Unwinding of interest on discounted provisions	0.1
At 31 December 2007	2.6

The property provision is made on a discounted basis for the future rent expense and related cost of leasehold property (net of estimated sub-lease income) where the space is vacant or currently not planned to be used for ongoing operations. The expectation is that this expenditure will be incurred over the remaining periods of the leases which range from one to six years.

25 Financial instruments

Financial risk management objectives and policies

The Group's principal financial instruments, other than derivatives, comprise bank loans, bond issues, loan notes, finance leases and cash. The main purpose of these financial instruments is to raise finance for the Group's operations. The Group also has various other financial instruments such as trade receivables and trade payables, which arise directly from its operations.

The Group also enters into derivative transactions, primarily interest rate swaps and forward currency contracts. The purpose is to manage the interest rate and currency risks arising from the Group's operations and its sources of finance.

It is, and has been throughout the period under review, the Group's policy that no trading in financial instruments shall be undertaken.

The main risks arising from the Group's financial instruments are interest rate risk, foreign currency risk, credit risk and liquidity risk. The Board reviews and agrees policies for managing each of these risks and they are summarised below.

Classification of financial instruments

The following table analyses by classification and category all of the Group's financial instruments (excluding short term debtors and creditors) that are carried in the financial statements. The values represent both the carrying amounts and the fair value.

	Available for sale £m	At fair value through the income statement £m	Loans and receivables £m	Derivatives used for hedging £m	Liabilities at amortised cost £m	Total £m
At 31 December 2007						
Financial assets						
Investments in units	–	25.4	–	–	–	25.4
Unlisted equity securities	0.3	–	–	–	–	0.3
Investment loan	–	–	29.1	–	–	29.1
Cash flow hedges	–	–	–	5.6	–	5.6
Interest rate swaps	–	–	–	0.1	–	0.1
Cash in hand	–	–	0.8	–	–	0.8
Currency swaps	–	–	–	1.0	–	1.0
	0.3	25.4	29.9	6.7	–	62.3
Financial liabilities						
Bank overdraft	–	–	46.1	–	–	46.1
Obligations under finance leases	–	–	–	–	0.2	0.2
Unsecured loan notes	–	–	–	–	1.7	1.7
Bonds	–	–	461.1	–	–	461.1
Asset-based securitised financing	–	–	9.7	–	–	9.7
Currency swaps	–	–	–	19.1	–	19.1
	–	–	516.9	19.1	1.9	537.9

	Available for sale £m	At fair value through the income statement £m	Loans and receivables £m	Derivatives used for hedging £m	Liabilities at amortised cost £m	Total £m
At 31 December 2006						
Financial assets						
Investments in units	–	19.8	–	–	–	19.8
Unlisted equity securities	0.3	–	–	–	–	0.3
Investment loan	–	–	12.5	–	–	12.5
Cash in hand	–	–	9.7	–	–	9.7
	0.3	19.8	22.2	–	–	42.3
Financial liabilities						
Bank overdraft	–	–	0.5	–	–	0.5
Obligations under finance leases	–	–	–	–	0.5	0.5
Unsecured loan notes	–	–	–	–	22.2	22.2
Bonds	–	–	372.0	–	–	372.0
Asset-based securitised financing	–	–	27.5	–	–	27.5
Currency swaps	–	–	–	6.4	–	6.4
	–	–	400.0	6.4	22.7	429.1

The fair value of financial instruments has been calculated by discounting the expected future cash flows at prevailing interest rates, except for unlisted equity securities and investment loans. Unlisted equity securities and investment loans are held at amortised cost.

Notes to the consolidated financial statements

25 Financial instruments (continued)

Interest rate risk

The Group's exposure to the risk of changes in market interest rates relates primarily to the Group's long term debt obligations with floating interest rates.

The Group's policy is to manage its interest cost using a mix of fixed and variable rate debts. To manage this, the Group enters into interest rate swaps, in which the Group agrees to exchange, at specified intervals, the difference between fixed and variable rate interest amounts calculated by reference to an agreed upon notional principal amount. These swaps are designated to hedge underlying debt obligations.

The interest rate profile of the financial assets and liabilities of the Group as at 31 December is as follows:

At 31 December 2007	Within 1 year £m	Between 1-2 years £m	Between 2-3 years £m	Between 3-4 years £m	Between 4-5 years £m	More than 5 years £m	Total £m
Fixed rate							
Loan notes	1.7	-	-	-	-	-	1.7
Obligations under finance leases	0.2	-	-	-	-	-	0.2
Floating rate							
Cash in hand	(0.8)	-	-	-	-	-	(0.8)
Overdrafts	46.1	-	-	-	-	-	46.1
Investment loan	-	-	-	-	-	(29.1)	(29.1)
Assets available for sale	-	(0.3)	-	-	-	-	(0.3)
At fair value through income statement	-	(25.4)	-	-	-	-	(25.4)
Bonds	-	88.4	-	-	18.7	354.0	461.1
Asset-based securitised financing	9.7	-	-	-	-	-	9.7
Cash flow hedges	(0.9)	(0.3)	(0.3)	(0.5)	(0.4)	(3.2)	(5.6)
Interest rate swap	-	(0.1)	-	-	-	-	(0.1)
Foreign currency swaps	-	-	-	-	-	(1.0)	(1.0)
Foreign currency swaps	-	11.8	-	-	6.0	1.3	19.1

The effect of the interest rate swap and the currency swap are disclosed below. Bonds are classified as floating rate due to the effect of the interest and currency swaps.

At 31 December 2006	Within 1 year £m	Between 1-2 years £m	Between 2-3 years £m	Between 3-4 years £m	Between 4-5 years £m	More than 5 years £m	Total £m
Fixed rate							
Loan notes	22.2	-	-	-	-	-	22.2
Obligations under finance leases	0.2	0.3	-	-	-	-	0.5
Floating rate							
Cash and cash equivalents	(9.7)	-	-	-	-	-	(9.7)
Overdrafts	0.5	-	-	-	-	-	0.5
Investment loan	-	-	(12.5)	-	-	-	(12.5)
Assets available for sale	-	(0.3)	-	-	-	-	(0.3)
At fair value through income statement	-	(19.8)	-	-	-	-	(19.8)
Bonds	-	-	99.2	-	-	272.8	372.0
Asset-based securitised financing	27.5	-	-	-	-	-	27.5
Interest rate swap	-	-	-	-	-	-	-
Foreign currency swap	-	-	1.0	-	-	5.4	6.4

The following table demonstrates the sensitivity to a reasonably possible change in interest rates, with all other variables held constant, of the Group's profit before tax (through the impact on floating rate borrowings). There is no impact on the Group's equity.

	Increase/ (decrease) in basis points	Effect on profit before tax £m
2007	125/(125)	(6.0)/6.0
2006	92/(92)	(3.5)/3.5

25 Financial instruments (continued)

Foreign currency risk

The Group has exposure to foreign currency risk where it has investments in overseas operations which are affected by foreign exchange movements. The Group is not generally exposed to significant foreign currency risk except in respect of its overseas operations in India which generate exposure to movements in the INR/GBP exchange rates. The Group seeks to mitigate the effect of this exposure by entering forward currency contracts (in the form of Non-deliverable Forward Contracts (NDFs)) to fix the GBP cost of highly probable forecast transactions denominated in INR.

It is the Group's policy to negotiate the terms of the hedge derivatives to match the terms of the hedged items in order to maximise hedge effectiveness.

At 31 December 2007, the Group had cash flow hedges in place to match its forecast monthly INR costs in 2008 and each year up to and including 2019. These forecast INR costs have been determined on the basis of the underlying cash flows, associated with the delivery of services under signed contracts which run to 2019. These hedges were implemented during the current year.

The following table demonstrates the sensitivity to a reasonably possible change in the INR/GBP exchange rate, with all other variables held constant, of the Group's profit before tax and the Group's equity due to changes in the fair value of the Group's forward exchange contracts.

	Increase/ (decrease) in INR exchange rate	Effect on profit before tax £m	Effect on equity £m
2007	8.2%	-	14.4
2006	n/a	-	-

Hedges

Fair value hedges

The Group has in issue fixed rate dollar and sterling bonds which it has hedged through a combination of interest rate and currency swaps.

At 31 December 2007 and 31 December 2006, the Group had an interest rate swap in place with a notional amount of £55.0m whereby it receives a fixed rate of interest of 6.44% and pays a variable rate based on 6 month LIBOR. The swap is being used to hedge the exposure to changes in the fair value of £55.0m of the Group's 6.44% bonds.

At December 2007 and December 2006, the Group had in place currency swaps whereby it receives a fixed rate of interest and pays a variable rate based on 6 month LIBOR.

The swaps are being used to hedge the exposure to changes in the value of its US dollar issued bonds. The unsecured bonds, currency and interest rate swaps have the same critical terms including the amount and the date of maturity (see note 22). The Group may, at its option, upon notice of not less than 30 days and not more than 60 days, repay at any time all or part of the notes at no more than the present value of future payments. In addition, the Group has covenanted to maintain a specified consolidated leverage ratio and a consolidated net interest expense coverage ratio.

Cash flow hedges

As noted above, the Group holds a series of forward exchange currency contracts in the form of NDFs designated as hedges of highly probable forecast transactions in INR of the Group's Indian operations.

Forward exchange contracts	Assets £m	2007 Liabilities £m	Assets £m	2006 Liabilities £m
Fair value	5.6	-	-	-

The terms of the forward currency contracts have been negotiated to match the terms of the commitments.

The cash flow hedges in respect of the highly probable forecast monthly costs denominated in INR up to 2019 were assessed to be highly effective and as at 31 December 2007, a net unrealised gain of £5.6m, with a deferred tax charge of £1.6m, was included in equity in respect of these contracts.

Credit risk

The Group trades only with recognised, creditworthy third parties. It is the Group's policy that all customers who wish to trade on credit terms are subject to credit verification procedures. In addition, receivable balances are monitored on an ongoing basis with the result that the Group's exposure to bad debts is not significant.

With respect to credit risk arising from the other financial assets of the Group, which comprise cash and cash equivalents, available for sale financial investments, investment loan, financial assets at fair value through the income statement, investment in a joint venture and certain derivative instruments, the Group's exposure to credit risk arises from default of the counterparty.

The Group has a maximum exposure equal to the carrying amount of the above receivables and instruments.

The Group has a master netting arrangement in respect of its banking facilities resulting in the legal right of set-off for its overdraft and cash balances.

Notes to the consolidated financial statements

25 Financial instruments (continued)

Liquidity risk

The Group monitors its risk to a shortage of funds using a recurring liquidity planning tool. This tool considers the maturity of both its financial investments and financial assets (e.g. accounts receivable, other financial assets) and projected cash flows from operations.

The Group's objective is to maintain a balance between continuity of funding and flexibility through the use of bank overdrafts, bank loans, loan notes, bonds and finance leases.

The table below summarises the maturity profile of the Group's financial liabilities at 31 December 2007 based on contractual payments.

At 31 December 2007	Within 1 year £m	Between 1-2 years £m	Between 2-3 years £m	Between 3-4 years £m	Between 4-5 years £m	More than 5 years £m	Total £m
Loan notes	1.7	–	–	–	–	–	1.7
Obligations under finance leases	0.2	–	–	–	–	–	0.2
Overdrafts	46.1	–	–	–	–	–	46.1
Bonds	–	88.4	–	–	18.7	354.0	461.1
Asset-based securitised financing	9.7	–	–	–	–	–	9.7
Foreign currency swaps	–	11.8	–	–	6.0	1.3	19.1
	57.7	100.2	–	–	24.7	355.3	537.9

At 31 December 2006	Within 1 year £m	Between 1-2 years £m	Between 2-3 years £m	Between 3-4 years £m	Between 4-5 years £m	More than 5 years £m	Total £m
Loan notes	22.2	–	–	–	–	–	22.2
Obligations under finance leases	0.2	0.3	–	–	–	–	0.5
Overdrafts	0.5	–	–	–	–	–	0.5
Bonds	–	–	99.2	–	–	272.8	372.0
Asset-based securitised financing	27.5	–	–	–	–	–	27.5
Interest rate swap	–	–	–	–	–	–	–
Foreign currency swaps	–	–	1.0	–	–	5.4	6.4
	50.4	0.3	100.2	–	–	278.2	429.1

Capital management

The primary objective of the Group's capital management is to ensure that it maintains a strong credit rating and healthy capital ratios to support its business and maximise shareholder value.

The Group manages its capital structure and makes adjustments to it, in the light of changes in economic conditions. To maintain or adjust the capital structure, the Group may adjust the dividend payment to shareholders, return capital to shareholders or issue new shares. No changes were made in the objectives, policies or processes during the years ended 31 December 2007 and 31 December 2006.

The Group does not set a target level of gearing but uses capital opportunistically to add value for shareholders. The key discipline adopted by the Group is to widen the margin between the return on capital employed and the cost of that capital as shown in the business review on page 19.

The table below presents quantitative data for the components the Group manages as capital:

	2007 £m	2006 £m
Shareholders' funds	331.8	325.8
Bank overdraft	46.1	0.5
Finance leases	0.2	0.5
Unsecured loan notes	1.7	22.2
Bonds	461.1	372.0
Currency and interest rate swaps	18.0	6.4
At 31 December	858.9	727.4

26 Authorised and issued share capital

	2007 Million	2006 Million	2007 £m	2006 £m
Authorised				
Ordinary shares of 2 1/15p (2006: ordinary shares of 2p each)	967.7	1,000.0	20.0	20.0
Allotted, called up and fully paid				
Ordinary shares of 2 1/15p each (pre 14 September 2007: ordinary shares of 2p each)				
At 1 January – ordinary shares of 2p each	617.6	671.0	12.3	13.4
Shares repurchased – ordinary shares of 2p each	(6.6)	(52.9)	(0.1)	(1.1)
Issued on exercise of share options – ordinary shares of 2p each	7.9	16.4	0.2	0.4
Reduction in issued shares on consolidation – see below	(20.0)	–	–	–
Issued on exercise of share options – ordinary shares of 2 1/15p each	10.1	–	0.2	–
Treasury shares cancelled – ordinary shares of 2 1/15p each (2006: 2p each)	–	(16.9)	–	(0.4)
At 31 December – ordinary shares of 2 1/15p (2006: ordinary shares of 2p each)	609.0	617.6	12.6	12.3

In September 2007, The Capita Group Plc, by ordinary resolution, approved a share consolidation whereby shareholders on the register on 14 September 2007 exchanged 31 existing ordinary shares of 2p for 30 new ordinary shares of 2 1/15p each. The effect of the share consolidation was to reduce the authorised share capital of the company to 967,741,920 ordinary shares of 2 1/15p each and to reduce the number of shares in issue by 20m.

During the year the Group repurchased 6.6m ordinary 2p shares with an aggregate nominal value of £0.1m at a total cost of £43.6m for which it paid cash at an average cost per share of £6.66. These shares were cancelled.

During the year 7.9m ordinary 2p shares with an aggregate nominal value of £0.2m were issued under share option schemes for a total consideration of £29.5m.

In addition, 10.1m ordinary 2 1/15p shares with an aggregate nominal value of £0.2m were issued under share option schemes for a total consideration of £37.7m.

	2007 Million	2006 Million	2007 £m	2006 £m
Treasury shares				
Ordinary shares of 2 1/15p (2006: 2p each)				
At 1 January	–	16.9	–	0.4
Shares cancelled – ordinary shares of 2p each	–	(16.9)	–	(0.4)
Shares repurchased – 41,163 ordinary 2 1/15p shares	–	–	–	–
At 31 December – ordinary shares of 2 1/15p each (2006: 2p each)	–	–	–	–

During the year the Group repurchased 41,163 ordinary 2 1/15p shares with an aggregate nominal value of £851 to be held in treasury for which it paid cash. The weighted average cost of each share was £6.61 and the total consideration for these shares was £272,219.

The Group has an unexpired authority to repurchase up to 10% of its issued share capital.

27 Share based payment plans

The Group operates several share based payment plans as follows:

Deferred Annual Bonus Plan

This scheme is applicable to Executive Directors and Divisional Executive Directors. Under this scheme awards are made annually consisting of Deferred Shares, which are linked to the payout under the Annual Bonus Scheme (details of which are contained in the Directors' remuneration report) and Matching Shares. The value of Deferred Shares is determined by the payout under the Annual Bonus Scheme: half of the annual bonus is paid in cash and the remainder is compulsorily deferred on a gross basis into Deferred Shares. The Deferred Shares are held for a period of three years from the date of award during which they are not forfeitable, except in the case of dismissal for gross misconduct.

A conditional award of Matching Shares is made at the same time as the award of Deferred Shares. Participants will be eligible to receive up to 1.5 Matching Shares for every Deferred Share. Matching Shares will vest after the three year holding period to the extent to which performance conditions have been met. 33.3% of the Matching Shares will vest if growth in the Company's earnings per share (EPS) is equal to growth in the UK Retail Price Index (RPI) plus 6% per annum, rising on a straight-line basis to 100% vesting if growth in the Company's EPS is equal to or greater than growth in the RPI plus 16% per annum. The performance condition attached to the awards may be amended by the Group Remuneration Committee, a sub-committee of the Group Board, from time to time, subject to the new condition being no less demanding than the original condition.

Notes to the consolidated financial statements

27 Share based payment plans (continued)

Long Term Indexed Share Appreciation Scheme (LTISAS)

The LTISAS was only open to the Executive Directors and the Divisional Executive Directors. Under the scheme, participants were provided with two equal tranches of 600,000 options. The criteria were the same for each of these grants and therefore both tranches had performance periods that ended on 31 December 2006. The exercise price of the option was restated in line with the FTSE All Share Index from the date of grant to 25 November 2007. The restated exercise prices were £3.48 for the 2002 award and £4.74 for the 2004 award. This feature ensured that participants only gained if the share price out-performed the index. Options became exercisable, over the performance period, subject to the growth in the Company's EPS exceeding certain targets as follows:

As growth in the Company's EPS over the three year period to 31 December 2006 exceeded RPI growth by 17.6%, 100% of the options vested (representing 1,200,000 shares per participant) and became exercisable on 25 November 2007.

The last award under the LTISAS was made in November 2004 and vested in full on 31 December 2006 and no further awards will be made under this plan.

1997 Executive Share Option Scheme

This scheme is open to senior employees other than Executive Directors and Divisional Executive Directors. The exercise price of the options is equal to the market price of the shares on the date of grant. Options granted under this scheme become exercisable if the growth in the Company's EPS exceeds the growth in RPI by 8% over the three year vesting period from the date of grant. The contractual life of each option granted is seven years. There are no cash settlement alternatives.

Capita Sharesave Scheme

This is an employee Save As You Earn scheme open to all Capita employees. Under this scheme, employees are granted share options at a discount to the market price at the date of grant. The discount is currently nil (2006: nil; 2005: 10% and 20% prior to 2005). The options become exercisable for a six month period following completion of a three or five year savings period. There are no performance conditions attached to these options.

The expense recognised for share based payments in respect of employee services received during the year to 31 December 2007 was £8.6m (2006: £8.5m), all of which arises from equity-settled share based payment transactions.

The following table illustrates the number and weighted average exercise prices (WAEP) of, and movements in, share options during the year (excluding Deferred Annual Bonus Plan and LTISAS).

	2007 Number	2007 WAEP	2006 Number	2006 WAEP
Outstanding as at 1 January	28,907,177	£3.65	42,679,159	£3.29
Granted during the year	5,478,529	£6.89	5,240,564	£4.72
Exercised	(10,776,015)	£3.54	(16,214,092)	£3.12
Forfeited	(2,792,080)	£3.91	(2,458,650)	£2.78
Expired during the year	(162,278)	£4.07	(339,804)	£3.38
Outstanding as at 31 December ¹	20,655,333	£4.54	28,907,177	£3.65
Exercisable at 31 December	4,829,267	£3.45	11,859,421	£3.95

¹Included within this balance are options over 6,418,161 (2006: 11,012,567) shares that have not been recognised in accordance with IFRS 2 as the options were granted on or before 7 November 2002. These options have not been subsequently modified and therefore do not need to be accounted for in accordance with IFRS 2.

The options have been exercised on a regular basis throughout the year and the weighted average share price during the year was £7.03 (2006: £4.97).

As noted above under the LTISAS scheme two tranches of 600,000 share options have been issued to each participant in the scheme. Both were deemed to have been granted in November 2002. The first tranche, totalling 5,400,000 share options, was awarded and issued in November 2002 when the share price was £2.16. The second tranche, also totalling 5,400,000 share options, was awarded in November 2002 and issued in November 2004 when the share price was £3.51. Both tranches of share options became exercisable on 25 November 2007, with a weighted average exercise price of £4.11. During the year, 7,200,000 share options under this scheme were exercised at a weighted average exercise price of £4.01, thus the total number of options outstanding under this scheme was 3,493,333 at 31 December 2007 (2006: 10,693,333). The weighted average exercise price of these exercisable share options at 31 December 2007 was £4.32.

The total cash value of the Deferred Shares awarded during the year under the Deferred Annual Bonus plan, discussed above, was £1.5m (2006: £1.5m). The Matching Shares allocation in respect of the 2006 awards under this plan charged in 2007 was £0.6m.

The weighted average fair value of options granted during the year was £1.11 (2006: £1.00). The range of exercise prices for all options outstanding at the end of the year was £1.88 to £7.33 (2006: £0.71 to £5.35).

The fair value of equity-settled share options granted is estimated as at the date of grant using a multiple simulation option pricing valuation model, taking into account the terms and conditions upon which the options were granted. The following table lists the inputs to the model used for the years ended 31 December 2007 and 31 December 2006.

	2007	2006
Dividend yield (%)	1.5	1.5
Expected share price volatility (%)	19.00	24.76
Risk free interest rate (%)	4.97	4.5
Expected life of option (years)	3.62	4.43
Weighted average share price of options granted during the year	£6.89	£4.72

The expected life of the options is based on historical data and is not necessarily indicative of exercise patterns that may occur. The expected volatility reflects the assumption that the historical volatility is indicative of future trends, which may also not necessarily be the actual outcome. No other features of options grant were incorporated into the measurement of fair value.

28 Reconciliation of movements in equity

	Share capital £m	Share premium £m	Treasury shares £m	Capital redemption reserve £m	Retained earnings £m	Foreign currency translation reserve £m	Net unrealised gains reserve £m	Total equity £m	Minority interests £m	Total £m
At 1 January 2006	13.4	258.1	(0.4)	0.2	125.8	0.3	–	397.4	0.2	397.6
Total recognised income and expense for the year	–	–	–	–	163.9	(0.7)	–	163.2	(0.1)	163.1
Share based payment	–	–	–	–	8.5	–	–	8.5	–	8.5
Purchase of own shares – cancelled	(1.1)	–	–	1.1	(244.9)	–	–	(244.9)	–	(244.9)
Share transaction costs	–	–	–	–	(1.2)	–	–	(1.2)	–	(1.2)
Shares issued	0.4	50.0	–	–	–	–	–	50.4	–	50.4
Treasury shares cancelled	(0.4)	–	0.4	0.4	(0.4)	–	–	–	–	–
Equity dividends paid	–	–	–	–	(47.7)	–	–	(47.7)	–	(47.7)
At 1 January 2007	12.3	308.1	–	1.7	4.0	(0.4)	–	325.7	0.1	325.8
Total recognised income and expense for the year	–	–	–	–	188.2	1.1	4.0	193.3	–	193.3
Share based payment	–	–	–	–	8.6	–	–	8.6	–	8.6
Purchase of own shares – cancelled	(0.1)	–	–	0.1	(43.6)	–	–	(43.6)	–	(43.6)
Transferred to goodwill on purchase of minority interest	–	–	–	–	–	–	–	–	(0.1)	(0.1)
Share transaction costs	–	–	–	–	(0.5)	–	–	(0.5)	–	(0.5)
Shares issued	0.4	66.8	–	–	–	–	–	67.2	–	67.2
Treasury shares purchased	–	–	–	–	(0.3)	–	–	(0.3)	–	(0.3)
Equity dividends paid	–	–	–	–	(218.6)	–	–	(218.6)	–	(218.6)
At 31 December 2007	12.6	374.9	–	1.8	(62.2)	0.7	4.0	331.8	–	331.8

Between October 2005 and March 2007, the Company sought to repurchase 61.8m of its own shares for an aggregate consideration of £289.0m. Although the company had sufficient reserves to make these purchases at each transaction date, interim accounts (as defined in the Companies Act 1985) showing the requisite level of distributable profits had inadvertently not been filed with the Registrar of Companies, as required by the Companies Act 1985. As a result of this technical infringement, the repurchase and cancellation of 36.8m shares, equating to £175.4m was invalid. This situation was rectified during the year with no net impact on share capital, capital redemption reserve and retained earnings.

Share capital – The balance classified as share capital is the nominal proceeds on issue of the Company's equity share capital, comprising 2 1/15p ordinary shares.

Share premium – The amount paid to the Company by shareholders, in cash or other consideration, over and above the nominal value of shares issued to them.

Treasury shares – Shares that have been bought back by the Company, which are available for retirement or resale; shares held in treasury have no voting rights and do not have entitlement to a dividend.

Capital redemption reserve – The Company can redeem shares by repaying the nominal value to the shareholder, whereupon the shares are cancelled. Redemption must be from distributable profits.

Foreign currency translation reserve – Gains or losses resulting from the process of expressing amounts denominated or measured in one currency in terms of another currency by use of the exchange rate between the two currencies. This process is required to consolidate the financial statements of foreign affiliates into the total Group financial statements and to recognise the conversion of foreign currency or the settlement of a receivable or payable denominated in foreign currency at a rate different from that at which the item is recorded.

Net unrealised gains reserve – This reserve records the portion of the gain or loss on a hedging instrument in a cash flow hedge that is determined to be an effective hedge. Also recorded here are fair value changes on available for sale investments.

Retained earnings – Net profits kept to accumulate in the Group after dividends are paid and retained in the business as working capital.

Notes to the consolidated financial statements

29 Additional cash flow information

Reconciliation of net cash flow to movement in net funds/(debt)

	Net debt at 1 January 2007 £m	Acquisitions in 2007 (exc. cash) £m	Cash flow movements £m	Non-cash flow movements £m	Net debt at 31 December 2007 £m
Cash and cash equivalents	9.7	–	(8.9)	–	0.8
Overdrafts	(0.5)	–	(45.6)	–	(46.1)
Cash	9.2	–	(54.5)	–	(45.3)
Loan notes	(22.2)	–	26.4	(5.9)	(1.7)
Long term debt	–	(8.2)	8.2	–	–
Bonds	(372.0)	–	(100.6)	11.5	(461.1)
Currency swaps	(6.4)	–	–	(11.7)	(18.1)
Interest rate swaps	–	–	–	0.1	0.1
Finance leases	(0.5)	(0.1)	0.4	–	(0.2)
Sub-total net debt	(391.9)	(8.3)	(120.1)	(6.0)	(526.3)
Asset based securitised finance*	(27.5)	–	17.8	–	(9.7)
	(419.4)	(8.3)	(102.3)	(6.0)	(536.0)

*The instalment debtor movement represents the net movement on the underlying balances with customers.

	Net debt at 1 January 2006 £m	Acquisitions in 2006 (exc. cash) £m	Cash flow movements £m	Non-cash flow movements £m	Net debt at 31 December 2006 £m
Cash and cash equivalents	–	–	9.7	–	9.7
Overdrafts	(19.3)	–	18.8	–	(0.5)
Cash	(19.3)	–	28.5	–	9.2
Loan notes	(22.7)	–	0.5	–	(22.2)
Long term debt	–	(2.9)	2.9	–	–
Bonds	(198.6)	–	(178.6)	5.2	(372.0)
Currency swaps	(2.6)	–	–	(3.8)	(6.4)
Interest rate swaps	1.6	–	–	(1.6)	–
Finance leases	(0.2)	(0.7)	0.4	–	(0.5)
Sub-total net debt	(241.8)	(3.6)	(146.3)	(0.2)	(391.9)
Asset based securitised finance (see note 22)	(28.2)	–	0.7	–	(27.5)
	(270.0)	(3.6)	(145.6)	(0.2)	(419.4)

30 Capital commitments

At 31 December 2007, amounts contracted for but not provided in the financial statements for the acquisition of property, plant and equipment amounted to £0.9m (2006: £2.0m). The Group has also committed to making a payment of £25m in relation the Prudential contract signed in December 2007.

31 Contingent liabilities

(a) The Group has provided, through the normal course of its business, performance bonds and bank guarantees of £37.9m (2006: £7.8m).

(b) Further consideration may be due, dependent on certain performance criteria, on the acquisition of Capita Business Travel Limited (formerly Lonsdale Travel Limited) (acquired 8 November 2005) up to a maximum of £0.3m.

(c) Further consideration may be due, dependent on certain performance criteria, on the acquisition of Sinclair Henderson group of companies (acquired 15 July 2006) up to a maximum of £1.5m.

(d) Further consideration may be due, dependent on certain performance criteria, on the acquisition of Evolvi Rail Systems Limited (formerly Harry Weeks Travel and Leisure Group Limited) (acquired 1 February 2007) up to a maximum of £12.0m.

(e) Further consideration may be due, dependent on certain performance criteria, on the acquisition of Capita Financial Administrators (Gibraltar) Limited (formerly Global Fund Administration Limited) (acquired 30 March 2007) up to a maximum of £2.5m.

(f) Further consideration may be due, dependent on certain performance criteria, on the acquisition of the NHS Partners business (acquired 30 March 2007) up to a maximum of £0.9m.

(g) Further consideration may be due, dependent on certain performance criteria, on the acquisition of M.V.R.A. Holdings Limited (acquired 6 June 2007) up to a maximum of £1.5m.

32 Pensions

The Group operates both defined benefit and defined contribution pension schemes. These pension schemes are funded and contributions are made to separate trustee-administered funds. The assets of the pension schemes are held separately from the Group.

The pension charge for the defined contribution pension schemes for the year is £21.8m (2006: £17.2m).

In 2007 there was one main defined benefit pension scheme where the Group was the sole employing sponsor: The Capita Pension and Life Assurance Scheme (Capita scheme). Grouped together under 'Other schemes' are smaller arrangements: one scheme where the Group is the sole employing sponsor; allocated sections of two multi-employer schemes in which the Group is a participating employer; an allocated section in an industry wide scheme; and several schemes to which the Group makes contributions under Admitted Body status to our customers' defined benefit pension schemes in respect of certain TUPE employees.

For the Admitted Body schemes, which are all part of the Local Government Pension Scheme, the Group will only participate in the schemes for a finite period up to the end of the contracts. The Group is required to pay regular contributions as decided by the respective Scheme Actuary and as detailed in each schemes' Schedule of Contributions. In addition, for some schemes, the Group will be required to pay any deficit (as determined by the respective Scheme Actuary) that is remaining for the notional section of the scheme at the end of the contract.

The assets and liabilities of the defined benefit pension schemes (excluding additional voluntary contributions) as at 31 December are:

	Capita scheme £m	Other schemes £m	Group total £m
At 31 December 2007			
Scheme assets at fair value:			
Equities/Hedge funds/Absolute returns	248.9	85.1	334.0
Bonds	56.1	33.6	89.7
Property	17.5	8.8	26.3
Insurance contracts	3.5	0.5	4.0
Cash/other	24.5	9.6	34.1
Total	350.5	137.6	488.1
Present value of scheme liabilities	(330.2)	(153.5)	(483.7)
Net asset/(liability)	20.3	(15.9)	4.4

	Capita scheme £m	Other schemes £m	Group total £m
At 31 December 2006			
Scheme assets at fair value:			
Equities/Hedge funds/Absolute returns	234.6	79.4	314.0
Bonds	64.3	32.2	96.5
Property	12.9	7.9	20.8
Insurance contracts	3.2	0.4	3.6
Cash/other	6.4	2.5	8.9
Total	321.4	122.4	443.8
Present value of scheme liabilities	(328.8)	(141.8)	(470.6)
Net liability	(7.4)	(19.4)	(26.8)

A pension asset of £20.3m has been recognised in the current year as the Directors believe that this is fully recoverable.

The pension schemes have not invested in any of the Group's own financial instruments nor in properties or other assets used by the Group.

Notes to the consolidated financial statements

32 Pensions (continued)

The amounts recognised in the consolidated income statement and in the consolidated statement of recognised income and expense for the year are analysed as follows:

	Capita scheme £m	Other schemes £m	Group total £m
Year ended 31 December 2007			
Recognised in the income statement:			
Current service cost	17.9	2.1	20.0
Past service cost	1.3	0.2	1.5
Recognised in arriving at operating profit	19.2	2.3	21.5
Expected return on scheme assets	(22.8)	(8.3)	(31.1)
Interest cost on scheme liabilities	17.4	7.4	24.8
Net finance cost included in administrative expenses	(5.4)	(0.9)	(6.3)
Total defined benefit charge	13.8	1.4	15.2
Taken to the statement of recognised income and expense:			
Actual return on scheme assets	18.5	8.0	26.5
Less: expected return on scheme assets	(22.8)	(8.3)	(31.1)
	(4.3)	(0.3)	(4.6)
Other actuarial gains	28.4	1.6	30.0
Actuarial gains recognised in the statement of recognised income and expense	24.1	1.3	25.4

Of the total service cost charge of £21.5m, £16.7m was included in cost of sales and £4.8m was included in administrative expenses.

	Capita scheme £m	Other schemes £m	Group total £m
Year ended 31 December 2006			
Recognised in the income statement:			
Current service cost	17.6	2.4	20.0
Past service cost	0.4	–	0.4
Recognised in arriving at operating profit	18.0	2.4	20.4
Expected return on scheme assets	(18.7)	(7.1)	(25.8)
Interest cost on scheme liabilities	15.0	6.3	21.3
Net finance cost included in administrative expenses	(3.7)	(0.8)	(4.5)
Total defined benefit charge	14.3	1.6	15.9
Taken to the statement of recognised income and expense:			
Actual return on scheme assets	28.5	10.6	39.1
Less: expected return on scheme assets	(18.7)	(7.1)	(25.8)
	9.8	3.5	13.3
Other actuarial gains and (losses)	3.6	(3.9)	(0.3)
Actuarial gains and (losses) recognised in the statement of recognised income and expense	13.4	(0.4)	13.0

Of the total service cost charge of £20.4m, £16.9m was included in cost of sales and £3.5m was included in administrative expenses.

Pension contributions are determined based on the advice of qualified independent actuaries.

Formal valuations of the Capita scheme and the FPS scheme were carried out as at 6 April 2005 and 31 March 2005 respectively. For the other schemes, the latest formal valuations were carried out as at either 1 April 2004, 31 December 2006 or 31 March 2007. These valuations are updated by qualified independent actuaries at each balance sheet date. Scheme assets are stated at their market valuations at each respective balance sheet date.

The assumption for the expected long-term rate of return on assets has been derived by considering the current level of expected returns on risk-free investments (primarily government bonds), the historical level of the risk premium associated with the other asset classes in which the portfolio is invested and the expectations for future returns of each asset class. The expected return for each asset was then weighted based on the target asset allocation to develop the assumption for the expected long-term rate of return on assets for the portfolio.

32 Pensions (continued)

	Capita scheme		Other schemes	
	2007 %	2006 %	2007 %	2006 %
Main assumptions:				
Rate of price inflation	3.2	2.9	3.2	2.9
Rate of salary increase	4.2	3.9	4.2	3.9
Rate of increase of pensions in payment ² :				
– inflation capped at 5%	3.2	2.9	3.2	2.9
– inflation capped at 2.5%	2.3	2.1	2.3	2.1
Discount rate	5.9	5.2	5.9	5.2
Expected rates of return on scheme assets (net of scheme expenses):				
Equities/Hedge funds/Absolute returns	7.6	7.6	7.6	7.6
Bonds	5.2	4.9	5.0 to 5.5	4.7 to 5.0
Property	7.6	7.6	7.6	7.6
Insurance contracts	5.9	5.2	5.9	5.2
Cash/other	5.5	5.0	5.5	5.0
Expected take up of extended limits of tax free cash due to A day legislation	50.0	50.0	50.0³	50.0 ³

	Capita scheme		Other schemes ¹	
	2007	2006	2007	2006
Post retirement mortality				
– Current pensioners	PA92 MC (YOB) rated up 2 years	PA92 MC (YOB) rated up 2 years	PA92 MC (YOB) rated up 2 years	PA92 MC (YOB=1935) rated up 2 years
– Future pensioners	PA92 MC (YOB) rated up 2 years	PA92 MC (YOB) rated up 2 years	PA92 MC (YOB) rated up 2 years	PA92 MC (YOB=1965) rated up 2 years

Mortality tables above are independently prepared and published.

¹This does not apply to the Admitted Body schemes.

²There are other levels of pension increase which apply to particular periods of membership.

³This does not apply to the Admitted Body Schemes where no allowance for the extended limits is taken.

Changes in the present value of the defined benefit pension obligations are analysed as follows:

	Capita scheme £m	Other schemes £m	Group total £m
As at 1 January 2006	308.1	130.3	438.4
Current service cost	17.6	2.4	20.0
Past service cost	0.4	–	0.4
Interest cost	15.0	6.3	21.3
Benefits paid	(6.6)	(2.4)	(9.0)
Actuarial gains and losses	(3.6)	3.9	0.3
Contributions by employees	0.4	1.3	1.7
Contract bulk transfers/change in classification of plans	(2.5)	–	(2.5)
As at 31 December 2006	328.8	141.8	470.6
Current service cost	17.9	2.1	20.0
Past service cost	1.3	0.2	1.5
Interest cost	17.4	7.4	24.8
Benefits paid	(8.1)	(3.3)	(11.4)
Actuarial gains and losses	(28.4)	(1.6)	(30.0)
Contributions by employees	0.3	1.1	1.4
Contract bulk transfers/change in classification of plans	1.0	5.8	6.8
As at 31 December 2007	330.2	153.5	483.7

The defined benefit obligation comprises £483.7m (2006: £470.6m) arising from schemes that are wholly or partly funded.

Notes to the consolidated financial statements

32 Pensions (continued)

Changes in the fair value of scheme assets are analysed as follows:

	Capita scheme £m	Other schemes £m	Group total £m
As at 1 January 2006	286.1	109.3	395.4
Expected return on scheme assets	18.7	7.1	25.8
Contract bulk transfers/business combinations	(2.5)	–	(2.5)
Employer contributions	15.5	3.6	19.1
Contributions by employees	0.4	1.3	1.7
Benefits paid	(6.6)	(2.4)	(9.0)
Actuarial gains and losses	9.8	3.5	13.3
As at 31 December 2006	321.4	122.4	443.8
Expected return on scheme assets	22.8	8.3	31.1
Contract bulk transfers/business combinations	1.0	5.8	6.8
Employer contributions	17.4	3.6	21.0
Contributions by employees	0.3	1.1	1.4
Benefits paid	(8.1)	(3.3)	(11.4)
Actuarial gains and losses	(4.3)	(0.3)	(4.6)
As at 31 December 2007	350.5	137.6	488.1

The total employer contributions to the defined benefit pension schemes in 2008 are estimated to be £17.8m in respect of the Capita scheme and £4.4m in respect of the 'Other' schemes.

History of experience gains and losses:

	2007 £m	2006 £m	2005 £m	2004 £m	2003 £m
Capita scheme					
Fair value of scheme assets	350.5	321.4	286.1	234.4	151.4
Present value of defined benefit obligation	(330.2)	(328.8)	(308.1)	(257.8)	(210.4)
Scheme surplus/(deficit)	20.3	(7.4)	(22.0)	(23.4)	(59.0)
Experience adjustments arising on scheme liabilities	–	3.6	(29.3)	(20.6)	
Experience adjustments arising on scheme assets	(4.3)	9.8	26.4	2.6	
Other schemes					
Fair value of scheme assets	137.6	122.4	109.3	84.6	72.9
Present value of defined benefit obligation	(153.5)	(141.8)	(130.3)	(105.3)	(91.7)
Scheme deficit	(15.9)	(19.4)	(21.0)	(20.7)	(18.8)
Experience adjustments arising on scheme liabilities	0.1	(3.9)	(13.1)	(4.7)	
Experience adjustments arising on scheme assets	(0.3)	3.5	12.5	3.0	

The cumulative amount of actuarial gains recognised since 1 January 2004 in the consolidated statement of recognised income and expense is £15.0m (2006: cumulative actuarial losses of £10.4m). The Directors are unable to determine how much of the pension scheme deficit recognised on transition to IFRS of £77.8m (of which an IFRS transitional adjustment of £67.7m was taken directly to equity) is attributable to actuarial gains and losses since inception of those pension schemes. Consequently, the Directors are unable to determine the amount of actuarial gains and losses that would have been recognised in the consolidated statement of recognised income and expense before 1 January 2004.

33 Related party transactions

Other than the information disclosed in the Directors' report and the Directors' remuneration report, the only other related party transactions requiring disclosure are details of key management personnel compensation. These details are set out in the table below.

Compensation of key management personnel (excluding Directors of parent company)

	2007 £m	2006 £m
Short term employment benefits	3.0	3.1
Post employment benefits	0.1	0.1
Share based payments	1.8	1.1
	4.9	4.3

Gains on share options exercised in the year by key management personnel totalled £11.3m (2006: £1.2m).

Independent auditors' report to the members of The Capita Group Plc

We have audited the Group financial statements of The Capita Group Plc for the year ended 31 December 2007 which comprise the consolidated income statement, the consolidated balance sheet, the consolidated cash flow statement and the consolidated statement of recognised income and expense and the related notes 1 to 33. These consolidated financial statements have been prepared under the accounting policies set out therein.

We have reported separately on the parent company financial statements of The Capita Group Plc for the year ended 31 December 2007 and on the information in the Directors' remuneration report that is described as having been audited.

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 Annual Report and the Group financial statements in accordance with applicable United Kingdom law and International Financial Reporting Standards (IFRSs) as adopted by the European Union are set out in the statement of Directors' responsibilities.

Our responsibility is to audit the Group 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 Group financial statements give a true and fair view and whether the Group financial statements have been properly prepared in accordance with the Companies Act 1985 and Article 4 of the IAS Regulation. 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, 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 review whether the corporate governance statement reflects the company's compliance with the nine provisions of the 2006 Combined Code specified for our review by the Listing Rules of the Financial Services Authority, and we report if it does not. We are not required to consider whether the Board's statements on internal control cover all risks and controls, or form an opinion on the effectiveness of the Group's corporate governance procedures or its risk and control procedures.

We read other information contained in the Annual Report and consider whether it is consistent with the audited Group financial statements. The other information comprises only the Directors' report, the Business review, the corporate governance statement and the five year summary. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the Group financial statements. Our responsibilities do not extend to any other information.

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 Group financial statements. It also includes an assessment of the significant estimates and judgments made by the Directors in the preparation of the Group financial statements, and of whether the accounting policies are appropriate to the Group'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 Group 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 Group financial statements.

Opinion

In our opinion:

- the Group financial statements give a true and fair view, in accordance with IFRSs as adopted by the European Union, of the state of the Group's affairs as at 31 December 2007 and of its profit for the year then ended
- the Group financial statements have been properly prepared in accordance with the Companies Act 1985 and Article 4 of the IAS Regulation and
- the information given in the Directors' report is consistent with the Group financial statements.

Ernst & Young LLP

Registered Auditor
London

28 February 2008

Five year summary

for the years ended 31 December

	2007 £m	2006 £m	Reported under IFRS		Reported under UK GAAP
			2005 £m	2004 £m	2003 £m
Group balance sheet					
Non-current assets	1,032.5	862.5	783.5	668.2	562.9
Current assets	458.1	404.6	343.8	260.3	248.7
	1,490.6	1,267.1	1,127.3	928.5	811.6
Liabilities	(1,156.2)	(939.6)	(726.4)	(562.7)	(452.0)
Provision for liabilities and charges	(2.6)	(1.7)	(3.3)	(5.5)	(17.4)
	331.8	325.8	397.6	360.3	342.2
Capital and reserves	331.8	325.7	397.4	359.9	342.1
Minority interests	-	0.1	0.2	0.4	0.1
	331.8	325.8	397.6	360.3	342.2
Group income statement					
Turnover	2,073.3	1,738.5	1,435.5	1,282.2	1,080.6
Profit before interest and intangible amortisation	271.3	225.1	183.1	155.8	131.4
Other operating income	1.2	-	-	-	-
Net interest payable	(34.1)	(25.0)	(13.5)	(11.9)	(10.2)
Profit before taxation and intangible amortisation	238.4	200.1	169.6	143.9	121.2
Intangible amortisation	(9.7)	(6.9)	(4.5)	(1.8)	(27.7)
Impairment	-	-	(12.0)	-	-
Discontinued operations	-	-	-	(2.2)	-
Taxation	(62.5)	(53.5)	(45.8)	(39.4)	(34.1)
Minority interests	-	0.1	0.2	0.2	(0.1)
Profit after taxation	166.2	139.8	107.5	100.7	59.3
Basic earnings per share (excluding impairment and amortisation)	28.10p	23.10p	18.60p	15.37p	13.04p
Basic earnings per share (including impairment and amortisation)	27.09p	22.32p	16.28p	15.13p	8.89p
Diluted earnings per share (excluding impairment and amortisation)	27.63p	22.56p	18.33p	15.24p	12.95p
Diluted earnings per share (including impairment and amortisation)	26.64p	21.80p	16.05p	15.00p	8.83p
Special dividend	25.00p	-	-	-	-
Dividend per ordinary share	12.00p	9.00p	7.00p	5.35p	4.00p

Company balance sheet

at 31 December 2007

	Notes	2007 £m	2006 £m
Fixed assets			
Tangible assets	5	19.3	17.5
Investments	7	372.1	293.7
Financial assets	6	4.7	–
		396.1	311.2
Current assets			
Trade investments	7	0.1	0.1
Financial assets	6	0.9	–
Debtors due within 1 year	8	873.8	586.7
Debtors due after more than 1 year	8	0.8	1.0
		875.6	587.8
Creditors: amounts falling due within 1 year	9	97.9	92.6
Net current assets		777.7	495.2
Creditors: amounts falling due after more than 1 year	9	378.5	378.6
Provisions for liabilities and charges	10	–	1.4
		795.3	426.4
Capital and reserves			
Called up share capital	11	12.6	12.3
Treasury shares	11	–	–
Share premium account	12	374.9	308.1
Capital redemption reserve	12	1.8	1.7
Merger reserve	12	44.6	44.6
Profit and loss account	12	361.4	59.7
		795.3	426.4

The accounts were approved by the Board of Directors on 28 February 2008 and signed on its behalf by:

P R M Pindar
Chief Executive

G M Hurst
Group Finance Director

Notes to the accounts

for the year ended 31 December 2007

1 Accounting policies

(a) Basis of preparation

The accounts are prepared under the historical cost convention and in accordance with applicable accounting standards. The accounts comply with the following new Financial Reporting Standards and Urgent Issues Task Force abstracts issued by the UK Accounting Standards Board. Adoption of these standards did not have any effect on the financial position of the Company although they did give rise to additional disclosures.

Amendment to FRS 26 (IAS39): Financial Instruments: Measurement: Recognition and Derecognition

This amendment has the aim of keeping the text of the UK Standard in line with that of the International Standard IAS 39 and is effective for accounting periods beginning on or after 1 January 2007.

Amendment to FRS 17: Retirement Benefits

The Company has elected to early adopt this amendment which has the effect of replacing the existing disclosure requirements of FRS 17 with those of International Standard IAS 19 'Employee Benefits' and is effective for accounting periods beginning on or after 6 April 2007.

FRS 29 (IFRS 7): Financial Instruments: Disclosures

This standard requires disclosures that enable users of the financial statements to evaluate the significance of the company's financial instruments and the nature and extent of risks arising from those financial instruments. As FRS 29 is a disclosure standard, there is no impact of that change in accounting policy on the Company's financial position. The Company has taken advantage of the exemption allowed by paragraph 2D (b) of FRS 29 not to make these disclosures in its own entity's financial statements as the consolidated financial statements include the required disclosures for the Group.

A separate profit and loss account dealing with the results of the parent undertaking only has not been presented as provided by section 230 of the Companies Act 1985.

(b) Tangible fixed assets

Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost on a straight-line basis over the expected useful lives of the assets concerned, as follows:

Computer equipment	3 – 10 years
Furniture, fixtures and equipment	4 – 5 years
Leasehold improvements	over the period of the lease

(c) Investments

Fixed asset investments are shown at cost, less provisions for impairment.

Investments held as current assets are stated at the lower of cost and net realisable value.

The carrying value of fixed asset investments are reviewed for impairment if events or changes in circumstances indicate the carrying value may not be recoverable.

(d) Pension schemes

The Company maintains a number of contracted-out defined contribution schemes and contributions are charged to the profit and loss account in the year in which they are due. These schemes are funded and the payment of contributions is made to separately administered trust funds. The assets of these schemes are held separately from the Company. The Company remits monthly pension contributions to Capita Business Services Limited, a subsidiary undertaking of the Company, which pays the Group liability centrally. Any unpaid contributions at the year end have been accrued in the accounts of that company.

(e) Leasing commitments

Assets obtained under finance leases are capitalised in the balance sheet and depreciated over the shorter of the lease term and their useful economic lives.

The finance charges under finance leases and hire purchase contracts are allocated to accounting periods over the period of the lease and represent a constant proportion of the balance of capital repayments outstanding. Rentals due under operating leases are charged on a straight-line basis over the lease term.

(f) Deferred taxation

Deferred taxation is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more, taxation, with the following exceptions:

- provision is made for taxation on gains arising from the revaluation (and similar fair value adjustments) of fixed assets, and gains on disposal of fixed assets that have been rolled over into replacement assets, only to the extent that, at the balance sheet date, there is a binding agreement to dispose of the assets concerned. However, no provision is made where, on the basis of all available evidence at the balance sheet date, it is more likely than not that the taxable gain will be rolled over into replacement assets and charged to taxation only where the replacement assets are sold
- provision is made for deferred taxation that would arise on remittance of the retained earnings of overseas subsidiaries only to the extent that, at the balance sheet date, dividends have been accrued as receivable
- deferred taxation assets are recognised only to the extent that the Directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred taxation is measured on an undiscounted basis at the taxation rates that are expected to apply in the periods in which timing differences reverse, based on taxation rates and laws enacted or substantively enacted at the balance sheet date.

1 Accounting policies (continued)

(g) Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction or at the contracted rate if the transaction is covered by a forward exchange contract. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date or if appropriate at the forward contract rate. All differences are taken to the profit and loss account with the exception of differences on foreign currency borrowings, to the extent that they are used to finance or provide a hedge against foreign equity investments, which are taken directly to reserves together with the exchange difference on the carrying amount of the related investments.

(h) National Insurance on share option gains

National Insurance on outstanding share options at the year end has been grossed up and shown as a provision and a receivable on the balance sheet.

(i) Financial instruments: disclosure and presentation

A separate note dealing with the disclosures of FRS 29 has not been presented as provided by paragraph 2D (b) of FRS 29. The consolidated financial statements include the required disclosures of IFRS 7 for the Group.

(j) Derivative financial instruments

The Company uses derivative financial instruments such as interest rate swaps and foreign currency contracts to hedge risks associated with interest and exchange rate fluctuations. Such derivative financial instruments are stated at fair value. The fair values of interest rate swaps and foreign currency contracts are determined by reference to market rates for similar instruments.

For the purpose of hedge accounting, hedges are classified as either: fair value hedges when they hedge the exposure to changes in the fair value of a recognised asset or liability; or cash flow hedges where they hedge exposure to variability in cash flows that is attributable to either a particular risk associated with a recognised asset or liability or a forecast transaction.

In relation to fair value hedges (e.g. fixed to floating interest rate swaps held as fair value hedges against fixed interest rate borrowings) which meet the conditions for hedge accounting, any gain or loss from re-measuring the hedging instrument at fair value is recognised immediately in the profit and loss account. Any gain or loss on the hedged item attributable to the hedged risk is adjusted against the carrying amount of the hedged item and recognised in the profit and loss account.

In relation to cash flow hedges the effective portion of the gain or loss on the hedging instrument is recognised directly in equity, while any ineffective portion is recognised immediately in the profit and loss account. Amounts taken to equity are transferred to the profit and loss account when the hedged transaction affects the profit and loss account, such as when the hedged financial income or financial expense is recognised or when a forecast transaction occurs. Where the hedged item is the cost of a non-financial asset or non-financial liability, the amounts taken to equity are transferred to the initial carrying amount of the non-financial asset or liability.

If the forecast transaction or firm commitment is no longer expected to occur, amounts previously recognised in equity are transferred to the profit and loss account. If the hedging instrument expires or is sold, terminated or exercised without replacement or rollover, or if its designation as a hedge is revoked, amounts previously recognised in equity remain in equity until the forecast transaction or firm commitment occurs.

For derivatives that do not qualify for hedge accounting, any gains or losses arising from changes in fair value are taken directly to the profit and loss account.

(k) Share based payments

The Company operates a number of executive and employee share schemes.

The cost of equity-settled transactions with employees is measured by reference to the fair value at the date at which they are granted and is recognised as an expense over the vesting period, which ends on the date on which the relevant employees become fully entitled to the award. Fair value is determined using an option pricing model. In valuing equity-settled transactions, no account is taken of any vesting conditions, other than conditions linked to the price of the shares of the company (market conditions).

No expense is recognised for awards that do not ultimately vest, except for awards where vesting is conditional upon a market condition, which are treated as vesting irrespective of whether or not the market condition is satisfied, provided that all other performance conditions are satisfied.

At each balance sheet date before vesting, the cumulative expense is calculated, representing the extent to which the vesting period has expired and management's best estimate of the achievement or otherwise of non-market conditions, the number of equity instruments that will ultimately vest or in the case of an instrument subject to a market condition, be treated as vesting as described above. The movement in cumulative expense since the previous balance sheet date is recognised in the profit and loss account, with a corresponding entry in equity.

Subsidiary undertakings of the Company reimburse the Company through the inter company account for charges attributable to their employees participating in the Company's share schemes.

Notes to the accounts

2 Deferred taxation

	2007 £m	2006 £m
The deferred taxation included in the balance sheet is as follows:		
Accelerated capital allowances included in provisions and liabilities for charges	–	(1.4)
Accelerated capital allowances	(1.8)	
Share based payments	3.6	
Cash flow hedges	(1.6)	
Included in debtors note 8	0.2	

3 Profit attributable to members of the parent undertaking

The profit after taxation dealt with in the accounts of the parent undertaking was £550.3m (2006: £197.1m).

4 Dividends

	2007 £m	2006 £m
Declared and paid during the year		
Ordinary shares (equity):		
Final for 2006 paid: 6.3p per share (2005: 4.9p per share)	39.2	31.1
Interim for 2007 paid: 4.0p per share (2006: 2.7p per share)	24.7	16.6
Special dividend for 2007 paid: 25.0p per share (2006: nil p per share)	154.7	–
	218.6	47.7
Proposed for approval at AGM (not recognised as a liability at 31 December)		
Ordinary shares (equity):		
Final for 2007: 8.0p per share (2006: 6.3p per share)	48.7	38.9

5 Tangible fixed assets

	Computer equipment £m	Furniture, fixtures and equipment £m	Short term leasehold improvements £m	Total £m
Cost				
1 January 2007	22.9	0.6	2.1	25.6
Additions	3.4	0.2	0.5	4.1
31 December 2007	26.3	0.8	2.6	29.7
Depreciation				
1 January 2007	6.3	0.4	1.4	8.1
Charge for year	2.0	0.1	0.2	2.3
31 December 2007	8.3	0.5	1.6	10.4
Net book value at:				
1 January 2007	16.6	0.2	0.7	17.5
31 December 2007	18.0	0.3	1.0	19.3

6 Financial assets

	2007 £m	2006 £m
Current		
Cash flow hedges	0.9	–
	0.9	–
	2007 £m	2006 £m
Non-current		
Cash flow hedges	4.7	–
	4.7	–

7 Investments**(a) Fixed asset investments**

	2007 £m	2006 £m
Cost		
1 January 2007		293.7
Additions	78.4	
31 December 2007	372.1	

Shares in
subsidiary
undertakings
£m

During the year the Company completed intragroup transfers as follows: It acquired Capita IRG Trustees Limited from Capita Registrars Limited (formerly Capita IRG Plc) and Capita Financial Nominees Limited (formerly ACD Services Limited) from Capita Financial Group Limited. These transfers took place at net book value and were settled by cash for an aggregate consideration of £3.3m.

During the year the Company incorporated Capita Registrars (Isle of Man) Limited. In addition the company increased its investment in Capita Life & Pensions Regulated Services Limited by making a capital contribution of £24m.

The Company made the following acquisitions during the year for a combined consideration of £51.1m: Evolvi Rail Systems Limited (formerly Harry Weeks Travel & Leisure Group Limited), Capita Financial Administrators (Gibraltar) Limited (formerly Global Fund Administration Limited), Capita Hartshead Solutions Limited (formerly Higham Dunnet Shaw Plc) and Capita Hartshead (Actuaries & Pension Consultants) Limited (formerly Aspen (Actuaries & Pension Consultants) Limited)).

Principal investments	Country of registration and operation	Proportion of nominal value of issued shares held by the company	Description of shares held
Capita Holdings Limited	England	100%	Ordinary £1 shares
Capita Business Services Limited*	England	100%	Ordinary 1p shares
Capita Trust Company Limited	England	100%	Ordinary £1 shares
Capita Commercial Services Limited*	England	100%	Ordinary £1 shares
BDML Connect Limited*	England	100%	Ordinary £1 shares
Capita Registrars Limited* (formerly Capita IRG Plc)	England	100%	Ordinary £1 shares
Capita Resourcing Limited*	England	100%	Ordinary £1 shares
Capita Symonds Limited*	England	100%	Ordinary £1 shares
Capita Life & Pensions Limited	England	100%	Ordinary £1 shares
Capita Life & Pensions Regulated Services Limited	England	100%	Ordinary £1 shares
Evolvi Rail Systems Limited (formerly Harry Weeks Travel & Leisure Group Limited)	England	100%	Ordinary £1 shares
Service Birmingham Limited*	England	100%	Ordinary £1 shares

*Indirectly held

The activities of The Capita Group Plc undertakings are given on page 114.

(b) Trade investments

	£m
At 1 January 2007 and 31 December 2007	0.1

Notes to the accounts

8 Debtors

	2007 £m	2006 £m
Debtors due within 1 year		
Amounts owed by subsidiary undertakings	812.9	536.0
Taxation recoverable	58.2	46.5
Other taxes and social security	0.4	0.8
Other debtors	0.6	1.7
Prepayments and accrued income	1.7	1.7
	873.8	586.7

Debtors due beyond 1 year

	2007 £m	2006 £m
Prepayments and accrued income	0.5	1.0
Deferred taxation	0.2	–
Interest rate swap	0.1	–
	0.8	1.0

9 Creditors

	2007 £m	2006 £m
Amounts falling due within 1 year		
Bank overdraft	82.5	57.4
Trade creditors	0.6	2.0
Other creditors	0.3	0.2
Unsecured loan notes	–	22.2
Accruals and deferred income	14.5	10.8
	97.9	92.6

Amounts falling due after more than 1 year

	2007 £m	2006 £m
Bonds	357.5	372.0
Currency swap	20.8	6.4
Other creditors	0.2	0.2
	378.5	378.6

The bank overdraft and the bonds are unsecured.

10 Provisions for liabilities and charges

	£m
Deferred taxation	
At 1 January 2007	1.4
New provisions in the year	(1.6)
At 31 December 2007 – included in debtors note 8	(0.2)

11 Share capital

	2007 million	2006 million	2007 £m	2006 £m
Authorised				
Ordinary shares of 2 1/15p (2006: ordinary shares of 2p each)	967.7	1,000.0	20.0	20.0
Allotted, called up and fully paid				
Ordinary shares of 2 1/15p each (pre 14 September 2007: ordinary shares of 2p each)				
At 1 January – ordinary shares of 2p each	617.6	671.0	12.3	13.4
Shares repurchased – ordinary shares of 2p each	(6.6)	(52.9)	(0.1)	(1.1)
Issued on exercise of share options – ordinary shares of 2p each	7.9	16.4	0.2	0.4
Reduction in issued shares on consolidation – see below	(20.0)	–	–	–
Issued on exercise of share options – ordinary shares of 2 1/15p each	10.1	–	0.2	–
Treasury shares cancelled – ordinary shares of 2 1/15p each (2006: 2p each)	–	(16.9)	–	(0.4)
At 31 December ordinary shares of 2 1/15p (2006: ordinary shares of 2p each)	609.0	617.6	12.6	12.3

In September 2007, the Company, by ordinary resolution, approved a share consolidation whereby shareholders on the register on 14 September 2007 exchanged 31 existing ordinary shares of 2p for 30 new ordinary shares of 2 1/15p each. The effect of the share consolidation was to reduce the authorised share capital of the Company to 967,741,920 ordinary shares of 2 1/15p each and to reduce the number of shares in issue by 20m.

During the year the Company repurchased 6.6m ordinary 2p shares with an aggregate nominal value of £0.1m at a total cost of £43.6m for which it paid cash at an average cost per share of £6.66. These shares were cancelled.

During the year 7.9m ordinary 2p shares with an aggregate nominal value of £0.2m were issued under share option schemes for a total consideration of £29.5m.

In addition, 10.1m ordinary 2 1/15p shares with an aggregate nominal value of £0.2m were issued under share option schemes for a total consideration of £37.7m.

Treasury shares

	2007 million	2006 million	2007 £m	2006 £m
Ordinary shares of 2 1/15p each (2006: 2p each)				
At 1 January	–	16.9	–	0.4
Shares cancelled – ordinary shares of 2p each	–	(16.9)	–	(0.4)
Shares repurchased – 41,163 ordinary 2 1/15p shares	–	–	–	–
At 31 December – ordinary shares of 2 1/15p each (2006: 2p each)	–	–	–	–

During the year the Company repurchased 41,163 ordinary 2 1/15p shares with an aggregate nominal value of £851 to be held in treasury for which it paid cash. The weighted average cost of each share was £6.61 and the total consideration for these shares was £272,219.

The Company has an unexpired authority to repurchase up to 10% of its issued share capital.

12 Reserves

Company	Share premium £m	Capital redemption reserve £m	Merger reserve £m	Treasury shares £m	Profit and loss account £m
At 1 January 2007	308.1	1.7	44.6	–	59.7
Shares issued	66.8	–	–	–	–
Share transaction costs	–	–	–	–	(0.5)
Share repurchase and cancellation	–	0.1	–	–	(43.6)
Treasury shares purchased	–	–	–	–	(0.3)
Share based payment	–	–	–	–	14.4
Equity dividends paid	–	–	–	–	(218.6)
Retained profit for the year	–	–	–	–	550.3
At 31 December 2007	374.9	1.8	44.6	–	361.4

Between October 2005 and March 2007, the Company sought to repurchase 61.8m of its own shares for an aggregate consideration of £289.0m. Although the Company had sufficient reserves to make these purchases at each transaction date, interim accounts (as defined in the Companies Act 1985) showing the requisite level of distributable profits had inadvertently not been filed with the Registrar of Companies, as required by the Companies Act 1985. As a result of this technical infringement, the repurchase and cancellation of 36.8m shares, equating to £175.4m was invalid. This situation was rectified during the year with no net impact on share capital, capital redemption reserve and retained earnings.

Notes to the accounts

13 Reconciliation of movements in shareholders' funds

	2007 £m	2006 £m
Profit for the year	550.3	197.1
Dividends	(218.6)	(47.7)
	331.7	149.4
Share based payment	14.4	8.5
Shares issued	67.2	50.4
Share transaction costs	(0.5)	(1.2)
Shares purchased	(43.9)	(244.9)
Net movement in shareholders' funds	368.9	(37.8)
Opening shareholders' funds	426.4	464.2
Closing shareholders' funds	795.3	426.4

14 Commitments and contingent liabilities

(a) Annual commitments under operating leases were as follows:

	2007		2006	
	Property £m	Other £m	Property £m	Other £m
Operating leases which expire:				
In 2 to 5 years inclusive	–	0.5	–	0.4
Over 5 years from the balance sheet date	1.6	–	1.6	–
	1.6	0.5	1.6	0.4

(b) The Company has guaranteed overdraft and loan facilities of Group undertakings amounting to £260.0m (2006: £205.0m).

15 Borrowings

	2007 £m	2006 £m
Bank overdraft payable on demand	82.5	57.4
Loan notes	–	22.2
Bonds	378.2	378.4
	460.7	458.0
Repayments fall due as follows:		
Within 1 year:		
Bank overdraft	82.5	57.4
Loan notes	–	22.2
	82.5	79.6
After more than 1 year:		
In more than 1 year but not more than 2 years	100.2	–
In more than 2 years but not more than 5 years	24.7	100.2
In more than 5 years	253.3	278.2
	378.2	378.4
Total borrowings and finance leases	460.7	458.0

Loan notes were issued in previous years pursuant to the satisfaction of consideration due in relation to the acquisition of a subsidiary undertakings. Loan notes issued during the year amounted to £5.9m (2006: £nil).

15 Borrowings (continued)

The Company has issued guaranteed unsecured bonds as follows:

Bond	Interest rate %	Denomination	Value £m	Maturity
Issued 2002				
Series B	6.44	GBP*	55.0	20 June 2009
Issued 2005				
Series A	0.525 above 6m LIBOR	GBP	50.0	28 September 2013
Series B	0.525 above 6m LIBOR	GBP	25.0	28 September 2015
Total of sterling denominated bonds			130.0	
			US\$m	
Issued 2002				
Series A	6.10	US\$**	66.0	20 June 2009
Series C	6.47	US\$**	36.0	20 June 2012
Issued 2006				
Series A	5.74	US\$**	60.0	28 June 2013
Series B	5.88	US\$**	130.0	28 June 2016
Series A	5.66	US\$**	11.0	13 September 2013
Series B	5.81	US\$**	74.0	13 September 2016
Series C	5.77	US\$**	60.0	13 September 2016
Total of US\$ denominated bonds			437.0 (GBP 248.2m)	

All series are unsecured.

*The Company has entered into an interest rate swap to convert the interest cost based on 6 month LIBOR.

**The Company has entered into currency swaps for the US\$ issues to achieve a floating rate of interest based on 6 month LIBOR. Further disclosure on the Company's use of hedges is included in note 25 commencing on page 89.

16 Related party transactions

There were no related party transactions that require disclosure in the year.

17 Pension costs

The Company operates a defined contribution scheme.

The pension charge for the defined contribution scheme for the year was £1.2m (2006: £0.7m).

Notes to the accounts

18 Share based payment

The Company operates several share based payment plans as follows:

Deferred Annual Bonus Plan

This scheme is applicable to Executive Directors and Divisional Executive Directors. Under this scheme awards are made annually consisting of Deferred Shares, which are linked to the payout under the Annual Bonus Scheme (details of which are contained in the Directors' remuneration report) and Matching Shares. The value of Deferred Shares is determined by the payout under the Annual Bonus Scheme: half of the annual bonus is paid in cash and the remainder is compulsorily deferred on a gross basis into Deferred Shares. The Deferred Shares are held for a period of three years from the date of award during which they are not forfeitable, except in the case of dismissal for gross misconduct.

A conditional award of Matching Shares is made at the same time as the award of Deferred Shares. Participants will be eligible to receive up to 1.5 Matching Shares for every Deferred Share. Matching Shares will vest after the three year holding period to the extent to which performance conditions have been met. 33.3% of the Matching Shares will vest if growth in the Company's earnings per share (EPS) is equal to growth in the UK Retail Price Index (RPI) plus 6% per annum, rising on a straight-line basis to 100% vesting if growth in the Company's EPS is equal to or greater than growth in the RPI plus 16% per annum. The performance condition attached to the awards may be amended by the Group Remuneration Committee, a sub-committee of the Group Board, from time to time, subject to the new condition being no less demanding than the original condition.

Long Term Indexed Share Appreciation Scheme (LTISAS)

The LTISAS was only open to the Executive Directors and the Divisional Executive Directors. Under the scheme, participants were provided with two equal tranches of 600,000 options. The criteria were the same for each of these grants and therefore both tranches had performance periods that ended on 31 December 2006. The exercise price of the option was restated, in line with the FTSE All Share Index from the date of grant to 25 November 2007. The restated exercise prices were £3.48 for the 2002 award and £4.74 for the 2004 award. This feature ensured that participants only gained if the share price out-performed the index. Options became exercisable, over the performance period, subject to the growth in the Company's EPS exceeding certain targets as follows:

As growth in the Company's EPS over the three year period to 31 December 2006 exceeded RPI growth by 17.6%, 100% of the options vested (representing 1,200,000 shares per participant) and became exercisable on 25 November 2007.

The last award under the LTISAS was made in November 2004 and vested in full on 31 December 2006 and no further awards will be made under this plan.

1997 Executive Share Option Scheme

This scheme is open to senior employees other than Executive Directors and Divisional Executive Directors. The exercise price of the options is equal to the market price of the shares on the date of grant. Options granted under this scheme become exercisable if the growth in the Company's EPS exceeds the growth in RPI by 8% over the three year vesting period from the date of grant. The contractual life of each option granted is seven years. There are no cash settlement alternatives.

Capita Sharesave Scheme

This is an employee Save As You Earn scheme open to all Capita employees. Under this scheme, employees are granted share options at a discount to the market price at the date of grant. The discount is currently nil (2006: nil; 2005: 10% and 20% prior to 2005). The options become exercisable for a six month period following completion of a three or five year savings period. There are no performance conditions attached to these options.

The Group expense recognised for share based payments in respect of employee services received during the year to 31 December 2007 was £8.6m (2006: £8.5m), all of which arises from equity-settled share based payment transactions. The total Company expense, after recharging subsidiary undertakings, charged to the profit and loss account in respect of FRS 20 'Share based payment' was £2.8m (2006: £2.6m).

The following table illustrates the number and weighted average exercise prices (WAEP) of, and movements in, share options during the year (excluding Deferred Annual Bonus Plan and LTISAS).

	2007 Number	2007 WAEP	2006 Number	2006 WAEP
Outstanding as at 1 January	28,907,177	£3.65	42,679,159	£3.29
Granted during the year	5,478,529	£6.89	5,240,564	£4.72
Exercised	(10,776,015)	£3.54	(16,214,092)	£3.12
Forfeited	(2,792,080)	£3.91	(2,458,650)	£2.78
Expired during the year	(162,278)	£4.07	(339,804)	£3.38
Outstanding as at 31 December ¹	20,655,333	£4.54	28,907,177	£3.65
Exercisable at 31 December	4,829,267	£3.45	11,859,421	£3.95

¹Included within this balance are options over 6,418,161 (2006: 11,012,567) shares that have not been recognised in accordance with IFRS 2 as the options were granted on or before 7 November 2002. These options have not been subsequently modified and therefore do not need to be accounted for in accordance with IFRS 2.

18 Share based payment (continued)

The options have been exercised on a regular basis throughout the year and the weighted average share price during the year was £7.03 (2006: £4.97).

As noted above under the LTISAS scheme two tranches of 600,000 share options have been issued to each participant in the scheme. Both were deemed to have been granted in November 2002. The first tranche, totalling 5,400,000 share options, was awarded and issued in November 2002 when the share price was £2.16. The second tranche, also totalling 5,400,000 share options, was awarded in November 2002 and issued in November 2004 when the share price was £3.51. Both tranches of share options became exercisable on 25 November 2007, with a weighted average exercise price of £4.11. During the year, 7,200,000 share options under this scheme were exercised at a weighted average exercise price of £4.01, thus the total number of options outstanding under this scheme was 3,493,333 at 31 December 2007 (2006: 10,693,333). The weighted average exercise price of these exercisable share options at 31 December 2007 was £4.32.

The total cash value of the Deferred Shares awarded during the year under the Deferred Annual Bonus plan, discussed above, was £1.5m (2006: £1.5m). The matching shares allocation in respect of the 2006 awards under this plan charged in 2007 was £0.6m.

The weighted average fair value of options granted during the year was £1.11 (2006: £1.00). The range of exercise prices for all options outstanding at the end of the year was £1.88 to £7.33 (2006: £0.71 to £5.35).

The fair value of equity-settled share options granted is estimated as at the date of grant using a multiple simulation option pricing valuation model, taking into account the terms and conditions upon which the options were granted. The following table lists the inputs to the model used for the years ended 31 December 2007 and 31 December 2006.

	2007	2006
Dividend yield (%)	1.5	1.5
Expected share price volatility (%)	19.00	24.76
Risk free interest rate (%)	4.97	4.5
Expected life of option (years)	3.62	4.43
Weighted average share price of options granted during the year	£6.89	£4.72

The expected life of the options is based on historical data and is not necessarily indicative of exercise patterns that may occur. The expected volatility reflects the assumption that the historical volatility is indicative of future trends, which may also not necessarily be the actual outcome. No other features of options grant were incorporated into the measurement of fair value.

Principal Group investments

Capita Business Services

Providing an integrated range of business process outsourcing and professional services to clients in the UK and Ireland.

Capita Commercial Services

Market leader in providing outsourced administration and support services to the general insurance sector and affinity partnerships.

Capita Symonds

Providing a comprehensive range of project management, telecommunications engineering and construction related consultancy services.

Capita Registrars (formerly Capita IRG)

Share registration and employee share scheme administration services.

Capita Trust Company

Corporate trustees and providers of trust and administration services.

Capita Life & Pensions

Administration and customer services for life and pensions operations.

Capita Life & Pensions Regulated Services

Administration and customer services for life and pensions regulated operations.

Service Birmingham

Joint venture set up to support Birmingham City Council's transformation plan.

Capita Resourcing

Employee recruitment services.

Evolvi Rail Systems Limited (formerly Harry Weeks Travel & Leisure Group Limited)

Business travel software provider.

CMGL Group Limited

A leading provider of outsourced claims and insurance management services.

Independent auditors' report to the members of The Capita Group Plc

We have audited the parent company financial statements of The Capita Group Plc for the year ended 31 December 2007 which comprise the Company balance sheet and the related notes 1 to 18. These parent company financial statements have been prepared under the accounting policies set out therein. We have also audited the information in the Directors' remuneration report that is described as having been audited.

We have reported separately on the Group financial statements of The Capita Group Plc for the year ended 31 December 2007.

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 Annual Report, the Directors' remuneration report and the parent company financial statements in accordance with applicable United Kingdom law and Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the parent company financial statements and the part of the Directors' remuneration report to be audited 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 parent company financial statements give a true and fair view and whether the parent company financial statements and the part of the Directors' remuneration report to be audited have been properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the parent company 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 other information contained in the Annual Report and consider whether it is consistent with the audited parent company financial statements. The other information comprises only the Directors' report, the unaudited part of the Directors' remuneration report, the business review and the five year summary. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the parent company financial statements. Our responsibilities do not extend to any other information.

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 parent company financial statements and the part of the Directors' remuneration report to be audited. It also includes an assessment of the significant estimates and judgments made by the Directors in the preparation of the parent company 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 parent company financial statements and the part of the Directors' remuneration report to be audited 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 parent company financial statements and the part of the Directors' remuneration report to be audited.

Opinion

In our opinion:

- the parent company 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 2007
- the parent company financial statements and the part of the Directors' remuneration report to be audited have been properly prepared in accordance with the Companies Act 1985 and
- the information given in the Directors' report is consistent with the parent company financial statements.

Ernst & Young LLP

Registered Auditor
London

28 February 2008

Useful information for shareholders

Shareholder enquiries

Shareholders who have questions relating to the Group's business or wish to receive further copies of annual or interim reports should contact Capita's investor relations team on 020 7799 1525 or email corporate@capita.co.uk.

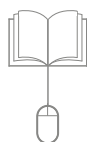
If you have any queries about your shareholding please contact the Company's registrar, Capita Registrars, at the address below.

Capita Registrars

The Registry
34 Beckenham Road
Beckenham
Kent BR3 4TU

Tel: (UK) 0871 664 0300

(Overseas) +44 20 8639 3399
email: ssd@capitaregistrars.com



e-communications for shareholders

Help us communicate with you in a greener, more efficient and cost effective way by switching from postal to email communications. Shareholders can receive important information online, including annual and interim reports and notice of meetings. Registering for e-communications also enables shareholders to:

- obtain secure online access to personal shareholding details
- submit queries to our registrars, download forms and obtain general shareholder information
- update shareholding account online.

To register for e-communications, visit www.capita.co.uk/investorcentre/ecomms

The legislation regarding electronic shareholder communications has now changed and we will be writing to you shortly to explain how this can enhance the way we communicate with you.

For every shareholder that registers for e-communications we have pledged to donate £1 to Climate Care. For further details visit www.climatecare.org

Share dealing

A quick and easy share dealing service is now available for existing Capita shareholders to either sell or buy more Capita Group shares online or by telephone.

For further information on this service or to buy and sell Capita shares online go to:

www.capitadeal.com
or by telephone:
0871 664 0454

Dividend reinvestment plan (DRIP)

We offer a DRIP to enable shareholders to purchase additional Capita shares with their whole cash dividend. These further shares would be bought in the market on behalf of shareholders under a special low-cost dealing arrangement. Further details of the DRIP can be found online. Please visit the shareholder services section at www.capita.co.uk/investorcentre or call Capita Registrars on 0871 664 0300.

Financial calendar

Annual General Meeting
6 May 2008

Final Dividend payment
9 May 2008

Interim results
24 July 2008

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