## The Gleaner Company Limited.

## Notes to the Financial Statements

1. the company

The Gleaner Company Limited (Company), incorporated in 1897, is the holding company
of the following companies:
(a) Sangster's Book Stores Limited and its wholly owned subsidiary:

100\% subsidiary
The Book Shop Limited
(b) Popular Printers Limited and its wholly owned subsidiaries
Selectco Publications Limited and
Associated Enterprise Limited.
Selectco Publications Limited
owns $331 / 3 \%$ of the shares in
Jamaica Joint Venture Investment
Company Limited, a property company
(c) The Gleaner Company (UK) Limited
d) The Gleaner Company (NA) Incorporated
(e) The Gleaner Company (NA) Limited

100\% subsidiary

100\% subsidiary
100\% subsidiary
$100 \%$ subsidiary

> The Gleaner Company (NA) Limited is a wholly owned subsidiary of The Gleaner Company (NA) Incorporated. All the companies in the group are incorporated under the laws of Jamaica with the exception of The Gleaner Company (UK) Limited, The Gleaner Company (NA) Incorporated and The Gleaner Company (NA) Limited which are incorporated in the United Kingdom, Canada and The United States of America, respectively. The holding Company's
shares are quoted on the Jamaica Stock Exchange. The average number of employees employed by the group was 643 (1999: 623).

The major activities of the Group are the publication and printing of newspapers and the sale of books.
2. THE BASIS OF PREPARATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
a Basis of Preparation
The financial statements are prepared in accordance with the requirements of the Companies Act and generally accepted accounting principles (GAAP) which are materially represented by Statements of Standard Accounting Practice issued by Institute of Chartered Accountants of Jamaica.

The financial statements are prepared under the historical cost convention, except for the inclusion of certain fixed assets at valuation, and are presented in Jamaican Dollars (J\$). Where necessary, prior year comparatives have been reclassified to conform with 2000 presentation.
b. Basis of Consolidation

The group financial statements present the results of operations and financial position of the Company and its subsidiaries made up to December 31, 2000. The Company and its subsidiaries are collectively referred to as the "Group".
C. Depreciation

Fixed assets, with the exception of freehold land on which no depreciation is provided, are depreciated on both the straight line and reducing balance methods at annual rates estimated to write off the assets over their expected useful lives. The depreciation rates are as follows:

Freehold buildings (Note 3b)
Furniture \& fixtures
Machinery \& equipment
Motor vehicles \& computer equipment
Presses
Typesetting equipment
Leased assets (see Note 3c)

- $\quad 21 / 2 \%$ and 5\%
- $10 \%$ and $20 \%$
- $10 \%, 121 / 2 \%, 20 \% \& 25 \%$
- $20 \%$ and $25 \%$
- $5 \%$
- $33 \%$
- over the period of the leases
d. Foreign Currencies

Transactions in foreign currencies are converted at the exchange rates ruling at the dates of those transactions. Foreign currency balances outstanding at the balance sheet date and items in the foreign subsidiaries profit and loss account are translated at the rates of exchange ruling on that date (US\$1 = J\$:44.95; 1999-US\$1 = J\$:42.15) (1 Pound Sterling = J\$: 65.77: 1999-1 Pound Sterling = J\$: 65.38 (Can\$1 = J\$: 29.87: 1999-Can\$1 = J\$: 28.67). Gains and losses arising from fluctuations in exchange rates have been included in arriving at the trading profit for the year.
e. Associated Companies

Jamaica Joint Venture Investment Company Limited and its subsidiaries and Independent Radio Company Limited are associated companies. Jamaica Popular Investments Company Limited is $50 \%$ owned by Popular Printers Limited. With the exception of Independent Radio Company Limited and Jamaica Popular Investment Company Limited, the Company has not adopted the equity method of accounting for investments in associated companies as the Directors of the company do not consider that they exercise significant influence over the financial or operating policies of that company and its subsidiaries (see Note 7).

The appropriate share of the profit/(loss) in Independent Radio Company Limited and the profit in an associated company of Popular Printers Limited for 2000, namely, Jamaica Popular Investment Company Limited, have been included in the Group accounts. The Group's share of the profit after taxation in Independent Radio Company Limited amounts to $\$ 937,000(1999: \$ 2,949,000)$ for the year ended December 31, 2000. The Group's portion of profit after taxation in Jamaica Popular Investment Limited amounts to $\$ 1,086,000$ (1999: profit of $\$ 473,000$ ) for year ended December 31, 2000 .
f. Inventories

Newsprint has been valued at the lower of cost, determined on last-in first-out basis (LIFO), and net realizable value. The effect of the adoption of the LIFO basis is to decrease the valuation of Newsprint Inventories computed by reference to average cost by $\$ 5,527,120$ (1999: $\$ 11,933,634$ ). All other inventories have been valued at the lower of average cost or first in first out and net realizable value.
g. Deferred Taxation

Deferred taxation is provided at current rates on timing differences between profits for financial statements and tax reporting purposes and includes investment allowances which are recognized over the expected useful lives of the assets (see Note 15).
h. Pensions

The Group and Company operate pension schemes (see note 19) and the assets of the schemes are held separately from those of the Company. Contributions to the schemes are charged to the Group Profit and Loss Account to fund past and future benefits.
i. Repurchase and Reverse Repurchase Agreements

A repurchase agreement ("Repo") is a short-term transaction whereby securities are bought and sold with simultaneous agreements for reselling/repurchasing the securities on the date specified.

Although the security is delivered to the "buyer" at the time of the transaction, title is not actually transferred unless the counterparty fails to repurchase the securities on the date specified.

Repurchase and reverse repurchase agreements are accounted for as short-term collaterised borrowing and lending, respectively.
j. Deferred Subscription Revenue

Subscription revenue is recognized over the life of the subscription. Revenue received in advance is deferred to match the revenue with the future costs associated with honouring the subscription.
k. Use of Estimates

The management of the company, subsidiaries and associated companies made a number of estimates and assumptions relating to the reporting of income, expenses, assets and liabilities, and the disclosure of contingent assets and liabilities to prepare the financial statements in conformity with generally accepted accounting principles. Actual results could differ from those estimates.
3. FIXED ASSETS

|  |  | Group Company |  |
| :---: | :---: | :---: | :---: |
| 2000 | 1999 | 2000 | 1999 |
| $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |


| Cost or valuation: |  |  |  |  |
| :--- | ---: | ---: | ---: | ---: |
| Freehold land \& buildings | 182,769 | 183,671 | 154,789 | 148,410 |
| Furniture \& fixtures | 14,542 | 21,618 | 9,293 | 7,691 |
| Machinery \& equipment | 53,449 | 36,788 | 49,148 | 33,371 |
| Motor vehicles \& computer |  |  |  |  |
| $\quad$ equipment | 135,855 | 108,726 | 91,611 | 82,516 |
| Presses <br> Typesetting equipment <br> Leased assets <br> $\quad$ (Notes 2c and 3c) | 135,710 | 135,710 | 135,710 | 135,710 |
|  | 4,890 | 48,216 | 4,890 | 48,216 |
|  | $\underline{36,826}$ | $\underline{24,890}$ | $\underline{26,729}$ | $\underline{24,890}$ |
|  | $\underline{559,619}$ | $\underline{472,170}$ | $\underline{480,804}$ |  |

Accumulated depreciation:
Freehold land and buildings (Note 2c)
Furniture \& fixtures
Motor vehicles \& computer equipment
Presses
Typesetting equipment
Leased Assets
(Notes 2c and 3c)
Net Book Values

| Group |  | Company |  |
| ---: | ---: | ---: | ---: |
| 2000 | 1999 | 2000 | 1999 |
| $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |
|  |  |  |  |
| 21,734 | 19,788 | 17,084 | 9,356 |
| 8,362 | 11,066 | 4,901 | 4,103 |
| 24,715 | 18,201 | 20,466 | 14,881 |
|  |  |  |  |
| 92,687 | 67,234 | 66,857 | 49,158 |
| 46,187 | 39,401 | 46,187 | 39,401 |
| 4,772 | 47,981 | 4,772 | 47,981 |
| $\frac{12,832}{211,289}$ | $\frac{7,724}{211,395}$ | $\frac{5,735}{166,002}$ | $\frac{7,724}{172,604}$ |
| $\underline{349,752}$ | $\underline{348,224}$ | $\underline{306,168}$ | $\underline{308,200}$ |

a. The depreciation charge for the year is made up as follows:

| Group |  | Company |  |
| :---: | :---: | :---: | :---: |
| 2000 | 1999 | 2000 | 1999 |
| $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |


| Freehold buildings | 7,988 | 9,354 | 7,728 | 7,409 |
| :--- | ---: | ---: | ---: | ---: |
| Furniture \& fixtures | 2,274 | 1,616 | 820 | 650 |
| Machinery \& equipment | 5,618 | 9,644 | 5,617 | 9,643 |
| Motor vehicles \& computer |  |  |  |  |
| $\quad$ equipment | 23,261 | 20,461 | 16,592 | 15,438 |
| Presses | 6,785 | 6,785 | 6,785 | 6,785 |
| Typesetting equipment | 118 | 118 | 118 | 118 |
| Leased assets | $\underline{7,677}$ | $\underline{7,746}$ | $\frac{7,451}{4,721}$ | $\underline{55,724}$ |
|  | $\underline{45,111}$ | $\underline{47,767}$ |  |  |

b. Freehold Land and Buildings

The Company's building at 7 North Street was revalued at $\$ 148 \mathrm{M}$ (1999: \$148M) on a fair market value basis as an office and warehouse complex in September 1998 by C. D. Alexander Company Realty Limited, Real Estate Brokers and Appraisers of Kingston. The Board has decided to revalue such building at 3-year intervals. Sangster's Book Stores Limited buildings were revalued in March 1998 at a fair market valuation of $\$ 21,150,000$ by Property
Consultants Limited, Real Estate Brokers and Appraisers of Kingston. The surplus arising on revaluations, inclusive of depreciation no longer required, has been included in capital reserves (see Note 11). Freehold land and buildings include freehold land at a cost of $\$ 199,600$ for the company and at valuation/cost of $\$ 1,049,000$ for the group.
c. Leased Assets

Fixed assets acquired under finance leasing arrangements are included at cost, less accumulated depreciation calculated to write them off over the period of the leases. After deducting interest attributable to future periods, the net payable is included in accounts payable and long-term liabilities. Interest is charged so as to arrive at a constant rate of charge over the period of the leases.
d. Assets at Cost

Apart from assets shown in (b), all other fixed assets are shown at cost.
4. LONG-TERM RECEIVABLE

| Group |  | Company |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 2000 | 1999 | 2000 | 1999 |  |
| $\$(1000)$ | $\$(' 000)$ | $\$(' 000)$ | $\$\left('^{\prime} 000\right)$ |  |


| (i) | Loan | 197 | 273 | - | - |
| :---: | :---: | :---: | :---: | :---: | :---: |
| ii) | General Consumption |  |  |  |  |
|  | Tax (GCT) | 3,028 | 1,327 | 2,725 | 1,061 |
|  |  | 3,225 | 1,600 | 2,725 | 1,061 |
| Less current |  |  |  |  |  |
|  | in other receivables) | (2,016) | $(1,056)$ | $(1,613)$ | (772) |
|  |  | 1,209 | 544 | 1,112 | 289 |

(i) This loan is repayable in ten years in equal monthly instalments of $\$ 10,978$ including interest at $12.5 \%$ per annum. Repayments commenced in June 1992. The loan is secured by a bill of sale stamped to cover $\$ 7,895,000$ over specified fixed assets.
ii) GCT paid on purchase of fixed assets is recoverable in twenty-four equal monthly instalments from the date of purchase.
5. NATIONAL HOUSING TRUST CONTRIBUTIONS

The Group's contributions up to July 31, 1979 are recoverable in the years 2001/4 and are as follows:

| Year of <br> Contribution | Amount <br> GROUP | Contributed <br> COMPANY | Year of <br> Repayment |
| ---: | :---: | ---: | ---: |
|  | $\$(000)$ | $\$(000)$ |  |
| 1976 | 88 | 85 | 2001 |
| 1977 | 159 | 125 | 2002 |
| 1978 | 123 | 108 | 2003 |
| 1979 | $\underline{81}$ | $\underline{651}$ | $\underline{383}$ |
|  | $\underline{405}$ |  |  |

The above contributions have been charged to the Profit and Loss Account.
6. LEASE COMMITMENTS

Unexpired lease commitments at December 31 expire as follows:

| Group |  | Company |  |  |
| :--- | ---: | ---: | ---: | ---: |
|  | 2000 | 1999 | 2000 | 1999 |
| Within one year | $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |
| Subsequent years | 6,989 | 7,382 | 6,285 | 7,382 |
|  | $\underline{11,219}$ | $\underline{10,067}$ | $\underline{10,981}$ | $\underline{8,775}$ |
|  | $\underline{18,208}$ | $\underline{17,449}$ | $\underline{17,266}$ | $\underline{16,157}$ |


| Group |  | Company |  |
| ---: | ---: | ---: | ---: |
| 2000 | 1999 | 2000 | 1999 |
| $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |

Shares at cost, less
amounts written off:
Subsidiary Companies:
Popular Printers Limited
Sangster's Book Stores
Limited
The Gleaner Co. (UK) Ltd
The Gleaner Company (NA) Inc.
Associated Companies:
Jamaica Popular
Investment Limited
(See Note a)
Jamaica Joint Venture
Investment Company
Limited
(See Notes b and 2e)
Independent Radio
Company Limited
(See Note 2e)
oted Shares, at cost
(market value $\$ 30,382,854$

Other quoted investments

| 13 | 13 | - | - |
| ---: | ---: | ---: | ---: |
| 1,606 | 1,430 | - | - |
| 503 | 254 | 254 | 254 |
| 22,568 | - | 22,568 | - |
| $\frac{50}{66,739}$ | $\underline{54,038}$ | $\underline{60,821}$ | $\underline{19,699}$ |

(market value $\$ 86,729$ 1999: $\$ 63,348)$ Government of Jamaica securities

1,606
1,430
Other unquoted investment:
Shares at cost
(See Note c)
Ocho Rios Beach Limited
Debentures


24, 038 $\square$
(a) Jamaica Popular Investment Company Limited is $50 \%$ owned by Popular Printers Limited.
(b) Selectco Publications Limited owns 33 1/3\% of Jamaica Joint Venture Investment Company Limited.
(c) Other unquoted investments include an interest in the Caribbean News Agency, Caribbean Financial Services Corporation and Stabroek News, Guyana.
8. INVENTORIES AND GOODS IN TRANSIT

|  | Group |  | Company |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 2000 | 1999 | 2000 | 1999 |
|  | \$(000) | \$(000) | \$(000) | \$(000) |
| Newsprint | 23,220 | 16,211 | 23,220 | 16,211 |
| Books, stationery and general supplies | 103,924 | 89,046 | - | _ |
| Goods-in-transit | 11,198 | 16,565 | 24 | - |
| Consumable stores | 9,694 | 7,356 | 9,694 | 7,356 |
|  | 148,036 | 129,178 | 32,938 | 23,567 |

9. Long-Term Liabilities

|  | Group |  | Company |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 2000 | 1999 | 2000 | 1999 |
|  | \$(000) | \$(000) | \$(000) | \$(000) |
| Mortgage loan | - | 434 | - | - |
| Bank loan | 5,044 | 7,676 | 5,044 | 7,676 |
| Finance Lease |  |  |  |  |
| Obligations | 17,266 | 16,157 | 17,266 | 16,157 |
|  | 22,310 | 24,267 | 22,310 | 23,833 |
| Less Current |  |  |  |  |
| maturities | $(8,917)$ | $(10,448)$ | $(8,917)$ | $(10,448)$ |
|  | 13,393 | 13,819 | 13,393 | 13,385 |

The mortgage loan was denominated in foreign currency and bore interest for 1999 at $9 \%$ per annum and was repayable over a period of 7 years ended in the year 2000. The loan was secured by a mortgage over a subsidiary company's land and building.

The bank loan bears interest at $8.5 \%$ per annum and is repayable over a period of 3 years ending in the year 2002. The loan is secured by a fixed charge over the company's two diesel generators.
10. SHARE CAPITAL

$$
\begin{aligned}
& \text { Authorized - 710,000,000 } \\
& \text { (1999: 530,000,000) ordinary }
\end{aligned}
$$

$$
\text { shares of } 50 \text { cents each }
$$

| 2000 | 1999 |
| ---: | ---: |
| $\$(000)$ | $\$(000)$ |
| 355,000 | $\underline{265,000}$ |

Issued and fully paid - 698,794,516
(1999: 524,095,887) stock units
of 50 cents each 349,397 262,048
At an Extraordinary General Meeting held on December 14, 2000 (1999: December 9, 1999), resolutions were passed:

- increasing the authorized capital of the Company from $\$ 265,000,000(1999: \$ 180,000,000)$ to $\$ 355,000,000(1999: \$ 265,000,000)$ by the creation of 180,000,000(1999: 170,000,000) ordinary
shares of 50 cents each ranking pari passu in all respects with the existing ordinary stock units of the company. Such shares shall be issued on such terms and at such times as the Board of Directors shall determine and shall, as and when issued and fully paid up, be converted into ordinary stock units transferable in units of 50 cents each.
- authorizing the Directors to issue to stockholders on record at the close of business on December 29, 2000, one bonus share for every three stock units held. In consequence, $174,698,629$ (1999: $174,698,629$ ) shares were issued and converted to stock units bringing the number of stock units to 698,794,516 (1999: 524,095,887) with a par value of $\$ 349,397,000(1999: \$ 262,048,000)$.

11. RESERVES

|  | Group |  | Company |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 2000 | 1999 | 2000 | 1999 |
|  | \$(000) | \$(000) | \$(000) | \$(000) |
| Capital |  |  |  |  |
| Realized: |  |  |  |  |
| Share Premium | 4,353 | 4,353 | 4,353 | 4,353 |
| Other | 23,807 | 2,888 | 25,483 | 2,966 |
| Profit on sale of fixed assets | $\frac{2,270}{30,430}$ | $\frac{418}{7,659}$ | $\overline{29,836}$ | $\frac{-}{7,319}$ |
| Unrealized: |  |  |  |  |
| Revaluation of |  |  |  |  |
| buildings | 194,669 | 194,669 | 170,480 | 170,480 |
| Revaluation of |  |  |  |  |
| investment | 1,219 | 1,219 | - | - |
| Reserve arising from consolidation of subsidiaries |  |  |  |  |
| Exchange difference on opening net investment in | 21,71 | 3,176 |  |  |
| subsidiary | 3,429 | 3,552 | - - | - |
|  | 221,034 | 202,616 | 170,480 | 170,480 |

Total Capital $\underline{251,464}$ 210,275 200,316 177,799

REVENUE:
Unappropriated
profits at end
of year $\quad \underline{528,138} \underline{506,968} \underline{403,872}$ 400,555
Unappropriated profits for the Company and the Group at December 31, 2000, include $\$ 131,000$ (1999: $\$ 131,000$ ) franked income available for distribution without deduction of tax.

Capital distribution of $\$ 415,762$ (1999: $\$ 415,762$ ) can be made from distributions received from a subsidiary company and transfer tax withheld and retained by the Company.
12. REVENUE

Revenue represents sales by the Group, before commission payable but excluding returns, as follows:

| Circulation | 505,532 | 471,280 |
| :--- | ---: | ---: |
| Advertising | 837,012 | 778,754 |
| Books and stationery | 401,222 | 414,007 |
| Other | $\underline{779}$ | $\frac{226}{1,744,545}$ |
|  | $\underline{1,664,267}$ |  |

13. DISCLOSURE OF EXPENSES

Profit from operations is stated after charging/(crediting):

| 2000 | 1999 |
| :---: | ---: |
| $\$(000)$ | $\$(000)$ |

Directors' remuneration

| Fees | 485 | 373 |
| :---: | ---: | ---: |
| Management | 9,152 | 5,665 |
| Staff costs | 469,919 | 400,573 |
| Auditors' remuneration | 4,495 | 4,583 |
| Depreciation | 53,721 | 55,726 |
| Interest income | $\underline{(69,824)}$ | $\underline{(70,170)}$ |
|  |  |  |
|  |  |  |
|  | 2000 | 1999 |
|  | $\$(000)$ | $\$(000)$ |
|  |  | 8,162 |
| PTIONAL ITEMS | 43,291 | $(5,987)$ |
| Insurance Recoveries | $\underline{-}$ | $\underline{(8,511)}$ |
| rofit/loss) on sale of fixed asset | $\underline{(6,336)}$ |  |

15. TAXATION
a) Taxation is based on the group profit for the year adjusted for tax purposes and is made up as follows:

|  | 2000 <br> $\$(000)$ | 1999 <br> $\$(000)$ |
| :--- | :---: | ---: |
| Income Tax at 33 1/3\% <br> Taxation on share of profits of <br> associated company | 85,872 | 75,176 |
| UK Corporation Tax at 23\% <br> Canadian Income Tax at 45\% <br> Deferred taxation (Note 29) <br> Tax credit on bonus shares <br> issued (restricted) | 1,278 | 972 |
| Tax losses utilized <br> Tax adjustment in respect of <br> previous year | 119 | 267 |

(b) Total tax charge for 2000 represents an effective tax rate of $26 \%$ (1999: 20.7\%) on $\$ 254.7 \mathrm{M}$ (1999: $\$ 233.3 \mathrm{M}$ ) pre-tax profit compared to a Jamaica statutory tax rate of 33 1/3\%. The difference is due principally to:
(i) The inclusion of profit on sale of fixed assets in the profit for the year
(ii) Special tax allowances received for working more than one shift.
(iii) Accelerated tax allowance under the Ministry of Industry, Investment and Commerce Tax incentive programme.
(iv) Tax losses
(v) Tax credit on bonus issue of shares, and offset by:

1. Increase in depreciation charges for revalued fixed assets. That portion of the value of fixed assets in excess of cost is not eligible for tax allowances which are based on original cost.
2. Foreign taxation and deferred taxation.
3. DIVIDENDS PAID (GROSS)

An interim capital distribution of 3.5 cents per stock unit (less income tax) was paid on March 17, 2000, to shareholders on record at close of business on February 25, 2000.

A second interim capital distribution of 4.0 cents per stock unit (less transfer tax of 7 1/2\%) was paid on August 18, 2000, to shareholders on record at the close of business on July 28, 2000 .
17. EARNINGS PER STOCK UNIT

The calculation of earnings per stock unit is based on profit after taxation of $\$ 189.1 \mathrm{M}$ (1999:
$\$ 184.8 \mathrm{M}$ ) attributable to stockholders of the Company and the issued and fully paid ordinary share capital of $698,794,516$ stock units of 50 cents each. The 1999 figure has been restated to give effect to the bonus issue made in December 2000 .
18. RELATED PARTY BALANCES AND TRANSACTIONS

Two parties are considered to be related when:
(a) one party is able to exercise control or significant influence over the other party; or
(b) both parties are subject to common control or significant influence
from the same source.
The balance sheet includes the balances, arising in the ordinary course of business, with subsidiaries and associated companies as follows:

| Group |  | Companpy |  |
| :---: | ---: | ---: | ---: |
| 2000 | 1999 | 2000 | 1999 |
| $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |

Investments:

| Subsidiaries | - | 3,764 |
| :--- | :--- | :--- | :--- | :--- |

Trade and other receivables: Subsidiaries Associated companies 250 1,906 $\quad$ _

Trade and other payables Associated compani

The profit and loss account includes the following income earned from, and expenses incurred in, transactions with subsidiaries and associated companies. The transactions were in ordinary course of business.

Group
Company

| 2000 | 1999 | 2000 | 1999 |
| :---: | :---: | ---: | ---: |
| $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |

Revenue:
Subsidiaries

- $\quad$ - $2,285 \quad 808$

Other operating income:

| Subsidiaries | - | - | 29,296 | 53,570 |
| :---: | :---: | :---: | :---: | :---: |
| Associated companies | - | 453 | - | 453 |
| ost of sales: |  |  |  |  |
| Subsidiaries |  |  |  |  |
| ministrative expenses: |  |  |  |  |
| Subsidiaries | - | - | 1,399 | 7,065 |
| Associated companies | - | 120 | - | 120 |

19. PENSION FUNDS
a. The Company operates a "benefits based" contributory pension scheme which is self administered and managed by a Board of Management appointed by The Gleaner Company Limited. The Scheme is subject to triennial actuarial valuation. The most recent valuation was done on the projected unit method, as at May 1 , 1999 . actuarial valuation. The most recent valuation was done on the projected unit method, as at May 1 , 1999 .
This showed the fund to be adequately funded. The next actuarial valuation is due as at May 1 , 2002 . The Company's contributions, charged to the Profit and Loss Account, for the year were $\$ 8.5 \mathrm{M}$ (1999: $\$ 7.9 \mathrm{M}$ ).
b. SANGSTER'S BOOK STORES LIMITED. This subsidiary operates
a contributory pension scheme for all employees, and The Book Shop Limited employees who have satisfied certain minimum service requirements. The benefits are computed by reference to final salaries. The last actuarial valuation at December 31, 1997, showed that the Scheme was adequately funded. The next actuarial review was due on December 31, 2000. The contributions, charged to the Profit and Loss Account, for the year were $\$ 1,835,000$ (1999: \$763,000).

## 20. FINANCIAL INSTRUMENTS

A financial instrument is any contract that gives rise to both a financial asset of one enterprise and a financial liability or equity instrument of another enterprise. For the purpose of the financial statements, financial assets have been determined to include cash and cash equivalents, accounts receivable, securities purchased under agreements for resale, investments and amounts due from parent company. Financial liabilities include bank overdraft, accounts payable and long term liabilities.
(a) Fair value of financial instruments:

Fair value is the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

The fair values of cash and cash equivalents, accounts receivable, securities purchased under agreements for resale, due to parent company, bank overdraft and accounts payable approximate their carrying value due to their relatively short-term nature. The fair value of investments and long term liabilities (notes 7 and 9) are reflected at market value, or cost, where there is no market value.
(b) Financial instruments risks:

Exposure to credit, interest rate and foreign currency risks arise in the ordinary course of the company's business.
(i) Credit Risk

Credit risk is the risk that one or both parties to the financial instruments will fail to discharge an obligation resulting in loss to one or both parties.

The company manages this risk by screening its customers, establishing credit limits and the rigorous follow up of receivables. At the balance sheet date, there were no significant concentrations of credit risks and the maximum exposure to credit risk is represented by the carrying value of each financial asset.
(ii) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates.

The company minimizes its interest rate risk by investing mainly in fixed rate government securities and borrowing at agreed interest rates.
(iii) Foreign Currency risk

Foreign currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates.

The company is exposed to foreign currency risk on tranactions that it undertakes in foreign currencies. The main foreign currencies giving rise to this risk are the United States dollar (US\$) and Pound Sterling (E). The company ensures that the risk is kept to an acceptable level by monitoring its risk exposure and by maintaining funds in US dollars as a hedge against adverse fluctuations in exchange rates.

The net foreign currency assets/(liabilities) at December 31, 2000, are as follows:

|  | Group |  | Company |  |
| :--- | :---: | :---: | :---: | ---: |
|  | 2000 | 1999 | 2000 | 1999 |
|  | $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |
|  |  |  |  |  |
| US\$ | 2,696 | 2,131 | 2,905 | 2,077 |
| £Sterling | $(161)$ | $(117)$ | 29 | 113 |
| Cdn\$ | $\underline{1,433}$ | - | 746 | -764 |

21. AUTHORISED CAPITAL EXPENDITURE
Capital expenditure
Authorised but not
contracted for

| Group |  | Company |  |
| :---: | :---: | :---: | :---: |
| 2000 | 1999 | 2000 | 1999 |
| $\$(000)$ | $\$(000)$ | $\$(000)$ | $\$(000)$ |
|  |  |  |  |
| - | $\underline{27,600}$ | - | $\underline{27,600}$ |

22. CONTINGENT LIABILITIES

There are contingent liabilities in respect of $\$ 2 \mathrm{M}$ (1999: \$Nil) worth of guarantees issued on behalf of the group and $\$ 2 \mathrm{M}$ (1999: \$Nil) for the company.
23. LIBEL CASES

The Company's lawyers have advised that they are of the opinion that the provision made
in the Company's accounts as at December 31, 2000 , is a reasonable provision for the
purpose of covering all reasonable and probable judgements and costs for libel actions
against the Company.

