

**REGISTERED NUMBER: 2511016 (England and Wales)**

**Unaudited Abbreviated Accounts for the Year Ended 30 April 2005**

**for**

**First Office Systems Limited**



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for the Year Ended 30 April 2005**

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**Company Information  
for the Year Ended 30 April 2005**

**DIRECTORS:** J S Donegan  
A J Brett

**SECRETARY:** J S Donegan

**REGISTERED OFFICE:** 14-16 Albion Road  
Tunbridge Wells  
Kent  
TN1 2NH

**REGISTERED NUMBER:** 2511016 (England and Wales)

**ACCOUNTANTS:** Deeks Evans  
Chartered Accountants  
3 Boyne Park  
Tunbridge Wells  
Kent  
TN4 8EN

**Abbreviated Balance Sheet**  
**30 April 2005**

	Notes	2005 £	2004 £
<b>FIXED ASSETS</b>			
Tangible assets	2	55,388	29,517
<b>CURRENT ASSETS</b>			
Stocks		84,995	122,593
Debtors		207,423	280,455
Cash at bank		252,443	216,734
		<u>544,861</u>	<u>619,782</u>
<b>CREDITORS</b>			
Amounts falling due within one year		<u>473,032</u>	<u>530,902</u>
<b>NET CURRENT ASSETS</b>		<u>71,829</u>	<u>88,880</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>127,217</u>	<u>118,397</u>
<b>PROVISIONS FOR LIABILITIES AND CHARGES</b>		<u>407</u>	<u>780</u>
		<u>126,810</u>	<u>117,617</u>
<b>CAPITAL &amp; RESERVES</b>			
Called up share capital	3	99,999	99,999
Profit & loss account		26,811	17,618
<b>SHAREHOLDERS' FUNDS</b>		<u>126,810</u>	<u>117,617</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 30 April 2005.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2005 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

Abbreviated Balance Sheet - continued  
30 April 2005

These abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

ON BEHALF OF THE BOARD:

  
.....  
J S Donegan Director

Approved by the Board on 6<sup>th</sup> JUNE 2005

**Notes to the Abbreviated Accounts  
for the Year Ended 30 April 2005**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

**Turnover**

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

**Tangible fixed assets**

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

Fixtures & fittings	- 25% on cost
Motor vehicles	- 33% on cost

**Stocks**

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

**Deferred tax**

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

**Hire purchase and leasing commitments**

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

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

**2. TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 May 2004	104,648
Additions	94,474
Disposals	(99,470)
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At 30 April 2005	99,652
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<b>DEPRECIATION</b>	
At 1 May 2004	75,131
Charge for year	32,393
Eliminated on disposal	(63,260)
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At 30 April 2005	44,264
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<b>NET BOOK VALUE</b>	
At 30 April 2005	55,388
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At 30 April 2004	29,517
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Notes to the Abbreviated Accounts - continued  
for the Year Ended 30 April 2005

3. CALLED UP SHARE CAPITAL

Authorised, allotted, issued and fully paid:

Number:	Class:	Nominal value:	2005 £	2004 £
89,999	Voting ordinary	£1	89,999	89,999
10,000	Non voting ordinary	£1	10,000	10,000
			<u>99,999</u>	<u>99,999</u>

The issued shares of the company are divided into Voting A shares and Non Voting B shares. In all other respects the shares rank pari passu with each other.