

**Abbreviated Unaudited Accounts for the Year Ended 30 April 2006**

**for**

**First Office Systems Limited**



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for the Year Ended 30 April 2006**

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**Company Information  
for the Year Ended 30 April 2006**

**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 2006**

	Notes	2006 £	2005 £
<b>FIXED ASSETS</b>			
Tangible assets	2	81,807	55,388
<b>CURRENT ASSETS</b>			
Stocks		87,993	84,995
Debtors		242,157	207,423
Cash at bank		261,346	252,443
		<u>591,496</u>	<u>544,861</u>
<b>CREDITORS</b>			
Amounts falling due within one year		<u>528,057</u>	<u>473,032</u>
<b>NET CURRENT ASSETS</b>		<u>63,439</u>	<u>71,829</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>145,246</u>	<u>127,217</u>
<b>PROVISIONS FOR LIABILITIES</b>		<u>-</u>	<u>407</u>
<b>NET ASSETS</b>		<u>145,246</u>	<u>126,810</u>
<b>CAPITAL &amp; RESERVES</b>			
Called up share capital	3	99,999	99,999
Profit & loss account		<u>45,247</u>	<u>26,811</u>
<b>SHAREHOLDERS' FUNDS</b>		<u>145,246</u>	<u>126,810</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 30 April 2006.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2006 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- 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.

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 January 2005).

The financial statements were approved by the Board of Directors on 12th April 2006 and were signed on its behalf by:

J S Donegan  
J S Donegan - Director

**Notes to the Abbreviated Accounts  
for the Year Ended 30 April 2006**

**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 January 2005).

**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 2005	99,652
Additions	82,857
Disposals	(48,400)
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At 30 April 2006	134,109
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<b>DEPRECIATION</b>	
At 1 May 2005	44,264
Charge for year	27,577
Eliminated on disposal	(19,539)
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At 30 April 2006	52,302
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<b>NET BOOK VALUE</b>	
At 30 April 2006	81,807
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At 30 April 2005	55,388
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**Notes to the Abbreviated Accounts - continued  
for the Year Ended 30 April 2006**

**3. CALLED UP SHARE CAPITAL**

Authorised, allotted, issued and fully paid:

Number:	Class:	Nominal value:	2006 £	2005 £
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.

**'Chartered Accountants' Report to the Board of Directors  
on the Unaudited Financial Statements of  
First Office Systems Limited**

**The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to four) have been prepared.**

In accordance with the engagement letter dated 3 October 2001, and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the company for the year ended 30 April 2006 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this 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 Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the Balance Sheet as at 30 April 2006 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



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

Date: 13/10/2006 .....