

Abbreviated Financial Statements for the Year Ended 30 April 2000

for

First Office Systems Limited



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for the Year Ended 30 April 2000**

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**Company Information
for the Year Ended 30 April 2000**

DIRECTORS: J S Donegan
A J Brett
I J Golby

SECRETARY: J S Donegan

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

REGISTERED NUMBER: 2511016

AUDITORS: Deeks Evans
Registered Auditors
Chartered Accountants
3 Boyne Park
Tunbridge Wells
Kent
TN4 8EN

**Report of the Auditors to
First Office Systems Limited
Under Section 247B of the Companies Act 1985**

We have examined the abbreviated financial statements on pages three to five, together with the full financial statements of the company for the year ended 30 April 2000 prepared under Section 226 of the Companies Act 1985.

Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated financial statements in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated financial statements prepared in accordance with Sections 246(5) and (6) of the Act to the Registrar of Companies and whether the financial statements to be delivered are properly prepared in accordance with those provisions and to report our opinion to you.

Basis of opinion

We have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated financial statements and that the abbreviated financial statements to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the full financial statements.

Opinion

In our opinion the company is entitled to deliver abbreviated financial statements prepared in accordance with Sections 246(5) and (6) of the Companies Act 1985, and the abbreviated financial statements on pages three to five are properly prepared in accordance with those provisions.

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



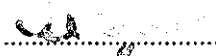
Dated: 28/9/2000

Abbreviated Balance Sheet
30 April 2000

		2000		1999	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		30,444		41,069
CURRENT ASSETS:					
Stocks		69,981		49,975	
Debtors		151,439		160,803	
Cash at bank		189,134		145,299	
		<u>410,554</u>		<u>356,077</u>	
CREDITORS: Amounts falling due within one year		<u>351,819</u>		<u>314,951</u>	
NET CURRENT ASSETS:			<u>58,735</u>		<u>41,126</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£89,179</u>		<u>£82,195</u>
CAPITAL AND RESERVES:					
Called up share capital	3		69,999		53,999
Profit and loss account			19,180		28,196
SHAREHOLDERS' FUNDS:			<u>£89,179</u>		<u>£82,195</u>

These abbreviated financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:


 J S Donegan - DIRECTOR

Approved by the Board on 

**Notes to the Abbreviated Financial Statements
for the Year Ended 30 April 2000**

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 March 2000).

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.

Plant and machinery etc - 25% on reducing balance

Stocks

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

Deferred taxation

Provision is made at current rates for taxation deferred in respect of all material timing differences except to the extent that, in the opinion of the directors, there is reasonable probability that the liability will not arise in the foreseeable future.

2. TANGIBLE FIXED ASSETS

	Total
	£
COST:	
At 1 May 1999	65,165
Disposals	(6,208)
	<hr/>
At 30 April 2000	58,957
	<hr/>
DEPRECIATION:	
At 1 May 1999	24,096
Charge for year	8,322
Eliminated on disposals	(3,905)
	<hr/>
At 30 April 2000	28,513
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NET BOOK VALUE:	
At 30 April 2000	30,444
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At 30 April 1999	41,069
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Notes to the Abbreviated Financial Statements
for the Year Ended 30 April 2000

3. CALLED UP SHARE CAPITAL

Authorised: Number:	Class:	Nominal value:	2000 £	1999 £
59,000	Ordinary	£1	<u>59,000</u>	<u>59,000</u>
Allotted, issued and fully paid: Number:	Class:	Nominal value:	2000 £	1999 £
53,999	Ordinary	£1	<u>69,999</u>	<u>53,999</u>

The bonus issue was to increase the capital base of the company.

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. In the year 1600 Non Voting B shares were issued and transferred to First Office Nominees Limited and added to those held in trust as part of the Employee Share scheme which was introduced by the company last year.

4. RELATED PARTY DISCLOSURES

The company is controlled by J.S. Donegan and A.J. Brett, two of its directors. Due to their shareholdings in other companies the company is deemed related to Business and Management Services Limited, First Office Holdings Limited, Moore Brett Enterprises Limited, and First Office Networks Limited.

During the year the company paid management fees and commissions to the above companies as follows: First Office Holdings Ltd - £12,000. Business and Management Services Ltd - £68,300. Moore Brett Enterprises Limited - £54874. First Office Networks Limited - £31,816.

At the balance sheet date the following amounts were due to related parties:

First Office Network Limited £(11,350). First Office Holdings Limited £(6,000). Business and Management Services Limited £(14,868). Moore Brett Enterprises Limited £(24,420)