

ORIGINAL

REGISTERED NUMBER: 2511016

Abbreviated Financial Statements for the Year Ended 30 April 1996

for

First Office Systems Limited



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for the Year Ended 30 April 1996**

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**Company Information
for the Year Ended 30 April 1996**

DIRECTORS:

J S Donegan
A J Brett
I J Golby

SECRETARY:

J S Donegan

REGISTERED OFFICE:

14-16 Albion Road
Tunbridge Wells
Kent
TN1 2PF

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
Pursuant to Paragraph 24 of Schedule 8 to the Companies Act 1985**

We have examined the abbreviated financial statements on pages four to six together with the full financial statements of First Office Systems Limited prepared under Section 226 of the Companies Act 1985 for the year ended 30 April 1996.

Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated financial statements in accordance with Schedule 8 to the Companies Act 1985. It is our responsibility to form an independent opinion as to the company's entitlement to the exemptions claimed in the directors' statement on page four and whether the abbreviated financial statements have been properly prepared in accordance with that Schedule.

Basis of opinion

We have carried out the procedures we considered necessary to confirm, by reference to the audited financial statements, that the company is entitled to the exemptions and that the abbreviated financial statements have been properly prepared from those financial statements. The scope of our work for the purpose of this report does 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 under Sections 246 and 247 of the Companies Act 1985 to the exemptions conferred by Section A of Part III of Schedule 8 to that Act, in respect of the year ended 30 April 1996, and the abbreviated financial statements on pages four to six have been properly prepared in accordance with that Schedule.

Other information

On 30.11.96... we reported, as auditors of First Office Systems Limited, to the shareholders on the financial statements prepared under Section 226 of the Companies Act 1985 for the year ended 30 April 1996, and our audit report was as follows:

"We have audited the financial statements on pages four to eight which have been prepared under the historical cost convention and the accounting policies set out on page six.

Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the 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 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 financial statements.

First Office Systems Limited

**Report of the Auditors to
First Office Systems Limited
Pursuant to Paragraph 24 of Schedule 8 to the Companies Act 1985**

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 30 April 1996 and of its profit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies."



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

Dated: 30/9/96

Abbreviated Balance Sheet
30 April 1996

		1996		1995	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		7,974		2,485
CURRENT ASSETS:					
Stocks		29,477		23,566	
Debtors		54,239		46,708	
Cash at bank		62,542		40,791	
		<u>146,258</u>		<u>111,065</u>	
CREDITORS: Amounts falling due within one year		<u>124,614</u>		<u>92,611</u>	
NET CURRENT ASSETS:			<u>21,644</u>		<u>18,454</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£29,618</u>		<u>£20,939</u>
CAPITAL AND RESERVES:					
Called up share capital	3		20,001		12,006
Profit and loss account			9,617		8,933
Shareholders' funds			<u>£29,618</u>		<u>£20,939</u>

Advantage has been taken of the exemptions conferred by Section A of Part III of Schedule 8 to the Companies Act 1985 on the grounds that, in the opinion of the directors, the company is entitled to the benefit of those exemptions as a small company.

In preparing the full financial statements, the directors have taken advantage of special exemptions applicable to small companies conferred by Part I of Schedule 8 to the Companies Act 1985. The directors have done so on the grounds that, in their opinion, the company is entitled to the benefit of those exemptions because it meets the qualifying conditions for small companies as stated in Section 247 of the Companies Act 1985.

ON BEHALF OF THE BOARD:


J S Donegan DIRECTOR

Approved by the Board on 30th September 1996

Notes to the Abbreviated Financial Statements
for the Year Ended 30 April 1996

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

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 1995	4,735
Additions	8,148
	<hr/>
At 30 April 1996	12,883
	<hr/>
DEPRECIATION:	
At 1 May 1995	2,250
Charge for year	2,659
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At 30 April 1996	4,909
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NET BOOK VALUE:	
At 30 April 1996	7,974
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At 30 April 1995	2,485
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Notes to the Abbreviated Financial Statements
for the Year Ended 30 April 1996

3. CALLED UP SHARE CAPITAL

Authorised:				
Number:	Class:	Nominal	1996	1995
		value:	£	£
20,006	Ordinary	£1	<u>20,006</u>	<u>13,000</u>
Allotted, issued and fully paid:				
Number:	Class:	Nominal	1996	1995
		value:	£	£
20,001	Ordinary	£1	<u>20,001</u>	<u>12,006</u>

7,995 Ordinary shares of £1 each were allotted as fully paid as a bonus issue out of reserves during the year.

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