## COMPANY NUMBER 2844941

# FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31st 2002

G R SKINNER FCA 124 Windsor Road Maidenhead Berkshire SL6 2DW



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## **COMPANY INFORMATION**

DIRECTORS: DAVID BARRY HOPCROFT

DOUGLAS STUART MACNAUGHT

EDWARD ALEXANDER MACNAGHTEN

HEATHER MAY MACNAUGHT

JILL HILDA HOPCROFT

SECRETARY: JILL HILDA HOPCROFT

REGISTERED OFFICE: 124 Windsor Road

Maidenhead Berkshire SL6 2DW

REGISTERED NUMBER: 2844941

ACCOUNTANT: G R Skinner FCA

Chartered Accountant 124 Windsor Road

Maidenhead Berkshire SL6 2DW

## Directors Report

The Directors submit their report, together with the Financial Statements and the Accountant's Report for the year ended August 31st 2002.

#### **Trading Results**

The Profit, before taxation, amounted to £1,568. (2001 Profit £256). The Directors estimate the liability to current taxation at £nil. (2001 £nil).

The Directors do not recommend the payment of a dividend.

# Principal Activity

The principal activity of the company has been that of computer consultancy.

## **Directors**

The Directors and their beneficial interests in the issued share capital of the company throughout the period in question were as follows:-

	Ordinary :	Ordinary £1 Shares		
	<u>31.08.01</u>	31.08.02		
David Barry Hopcroft	170	170		
Douglas Stuart Macnaught	170	170		
Edward Alexander Macnaghten	170	170		

#### Taxation

The company is a close company as defined by the Income and Corporation Taxes Act 1988.

124 Windsor Road Maidenhead Berks. SL6 2DW

Dated: September 11 2002

J. H. Hopcroft Company Secretary

Hoperd

## STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

Select suitable accounting policies and then apply them consistently.

Make judgements and estimates that are reasonable and prudent.

State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985, as amended. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## REPORT OF THE ACCOUNTANT TO THE MEMBERS OF

## **INSTANT SOFTWARE LIMITED**

I have examined, without carrying out an audit, the financial statements on pages 4 to 6 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

## Respective Responsibilities of Directors and Reporting Accountants

As described on page 3, the company's directors are responsible for the preparation of financial statements and they believe that the company is exempt from an audit. It is my responsibility to examine the accounts and, based on my examination, to report my opinion, as set out below to the shareholders.

## Basis of Opinion

I conducted my examination in accordance with the appropriate standards for reporting accountants issued by the Auditing practices Board. This examination consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report.

The examination was not an audit conducted in accordance with Auditing Standards. Accordingly, I do not express an audit opinion on the accounts. Therefore my examination does not provide any assurance that the accounting records and the accounts are free from material mistatement.

### Opinion

In my opinion:-

- (a) The accounts are in agreement with those accounting records kept by the company under Section 221 of the companies Act 1985.
- (b) Having regard only to, and on the basis of, the information contained in those accounting records, the accounts have been drawn up in a manner consistent with the provisions of the Companies Act 1985 specified in Section 249(6).
- (c) Having regard only to, and on the basis of, the information contained in those accounting records, the company satisfied the requirements of Section 249A(4) for the year and did not, at any time within the year, fall within Section 249B(1)

124 Windsor Road Maidenhead Berkshire SL6 2DW G R Skinner FCA Chartered Accountant and Registered Auditor

September 24 2002

# PROFIT AND LOSS ACCOUNT

# FOR THE YEAR ENDED AUGUST 31st 2002

	<u>Notes</u>	<u>2002</u>	<u>2001</u>
TURNOVER	1	43,661	78,666
Less Cost of Sales		33,300	54,073
GROSS PROFIT		10,361	
Interest Received		4	16
		10,365	24,609
Less Administrative Expenses		· · · · · · · · · · · · · · · · · · ·	24,353
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION	2	1,568	256
Taxation on profit on ordinary activities		-	-
PROFIT/(LOSS) ON ORDINARY ACTIVITIES AFTER TAXATION		1,568	256
RETAINED PROFIT BROUGHT FORWAR	D	(8,386)	(8,642)
RETAINED PROFIT/(LOSS) CARRIED FORWARD		(6,818)	(8,386)

# BALANCE SHEET AS AT AUGUST 31st 2002

	Notes	<u>2002</u>		2001	-
Fixed Assets	5		6,544		8,724
Investments	6		55		55
			6,599		8,779
Current Assets					
Debtors	3	2,062		2,062	
Stock		_		-	
Cash in hand and Bank		7,147		9,906	
		9,209		11 060	
		9,209		11,968	
Current Liabilities					
Creditors	4	22,106		28,613	
		22,106		28,613	
Net Current Assets/(Liabilities)			(12,897)		(16,645)
NET ASSETS/(LIABILITIES)			(6,298)		(7,866)
			====		=====
Represented by:					
Share Capital	7		520		520
Profit and Loss Account			(6,818)		(8,386)
			(6,298)		(7,866)
			=====		

#### NOTES TO AND FORMING PART OF THE BALANCE SHEET

#### AUGUST 31st 2002

The Directors have taken advantage in the preparation of these financial statements of special exemptions applicable to small companies on the grounds that the company qualifies as a small company by virtue of Section 247 of the Companies Act 1985.

For the year ended August 31st 2002 the company was entitled to the exemption conferred by the Companies Act 1985, Section 249A subsection (1).

No notice has been deposited under subsection (2) of Section 249(B) in relation to the accounts for the financial period ended August 31st 2002.

The directors acknowledge their responsibility for:-

- (1) Ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985.
- (2) Preparing accounts which give a true and fair view of the state of affairs of the company as at August 31st 2002 and of its profit for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.

These financial statements were approved by the Board of Directors on September 1 2002 and signed on their behalf by)-

DB Hoper of Director

# NOTES TO THE FINANCIAL STATEMENTS TO AUGUST 31st 2002

## 1. ACCOUNTING POLICIES

## **Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards.

#### Turnover

Turnover represents the net invoiced value of goods sold and services rendered.

# Depreciation

Tangible assets are depreciated at rates designed to write off the assets over their estimated useful working lives as follows:-

Equipment	25% on written down balance
Furniture	25% on written down balance

# 2 OPERATING PROFIT/(LOSS)

	The operating profit/(Loss) is stated after charging:-	<u>2002</u>	2001
	Depreciation	2,180	2,908
		====	
3.	<u>DEBTORS</u>		
	Trade Debtors	-	-
	Sundry Debtors	2,062	2,062
		2,062	2,062
		====	
4.	CREDITORS		
	Accruals	350	500
	Directors' Current Accounts	20,740	26,011
	Bank Overdraft	-	257
	Social Security & Other Taxes	1,016	1,845
		22,106	28,613
		_====	==

# NOTES TO THE FINANCIAL STATEMENTS TO AUGUST 31st 2002

# 5. <u>FIXED ASSETS</u>

COST	<u>Furniture</u>	Equipment	<u>Total</u>
Balance September 1st 2001	1,104	21,050	22,154
Additions	-		
Balance August 31st 2002	1,104	21,050	22,154
<u>DEPRECIATION</u>			
Balance September 1st 2001	842	12,588	13,430
Charge for year	65	2,115	2,180
Balance August 31st 2002	. 907	14,703	15,610
	~====		
NET BOOK VALUE			
As at August 31st 2002	197	6,347	6,544
	====	=====	=====
As at August 31st 2001	262	8,462	8,724
		=====	=====

# 6. <u>INVESTMENTS</u>

The Company owns 90% of the issued share capital of Instant Software Inc, a company incorporated in the state of Florida. America.

7.	SHARE CAPIT	<u>[AL</u>		<u>2002</u>	<u>2001</u>
	Authorised:				
	Number	Class	Nominal value		
	1000	Ordinary Shares	£1	1,000	1,000
				====	====
	Issued and Ful	<u>ly Paid:</u>			
	Number	Class	Nominal value		
	520	Ordinary shares	£1	520	520