# DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

Company Registration Number: 3157310



#### DIRECTORS' REPORT For the Year ended 31 March 2004

The Directors present their report and the financial statements, for the year Ended 31 March 2004.

#### **Directors Responsibilities**

The directors are required by UK company law to prepare financial statements for each financial year that gives a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the Company for that period.

The directors confirm that suitable accounting policies have been used and applied consistently and that reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 March 2004. The directors also confirm that applicable standards have been followed and that the financial statements have been prepared on a going concern basis.

The directors are responsible for keeping proper accounting records, for taking reasonable steps to safeguard the assets of the Company and to prevent and detect fraud and other irregularities.

#### **Principal Activity**

The company's principal activity continues to be that of providing translation, typesetting, design and printing services. The directors expect the current level of activity to continue in the forthcoming year.

#### Directors

The Directors at 31 March 2004 and their interests in the share capital of the company at both 31 March 2004 and 31 March 2003 are as follows:

Ordinary Shares of £1 each

At 31 March 2004

At 31 March 2003

F Mahmood

Malnool\_

75

75

#### **Auditors**

The Company has taken advantage of the exemption conferred by subsection (1) of Section 249A of the Companies Act 1985 not to appoint auditors.

The report which has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, and the Financial Reporting Standard for Smaller Entities (effective March 2003) was approved by the board on 28.24.24 and signed on its behalf.

Secretary

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# PROFIT AND LOSS ACCOUNT For the year ended 31 March 2004

	Note	2004	2003	
TURNOVER	1,2	525,013	639,782	
Cost of Sales		266,830	<u>-348,684</u>	
GROSS PROFIT		258,183	291,098	
Selling and distribution costs Administrative Expenses		00 -217,119	00 -245,869	
OPERATING PROFIT	3	41,064	45,229	
(LOSS) Profit on disposal of tangible Fixed assets		<u>00</u>	<u>00</u>	
PROFIT ON ORDINARY ACTIVITIES BEFORE INTEREST		41,064	45,229	
Interest receivable Interest payable	4	00 00	00 00	
PROFITON ORDINARY ACTIVITIES BEFORE TAXATION		41,064	45,229	
TAXATION ON PROFIT ON ORDINARY ACTIVITIES	5	-7,530	-8,748	
PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION		33,534	36,481	
Dividends On equity shares	6	- <u>16,900</u>	<u>-00</u>	
RETAINED PROFIT FOR THE YEAR		16,634	36,481	
Retained Profit/(Loss) Brought Forward		92,776	<u>56,295</u>	
RETAINED PROFIT CARRIED FORWARD		£109,410	£92,776	
There were no recognised gains and losses for 2004 or 2003 other than those lncluded in the profit and loss account.				

BALANCE SHEET AS AT 31 MARCH 2004					
	Note	£	2004	£	2003
FIXED ASSETS					
Tangible assets	7a	23,185		30,914	_
Intangible assets	7b	<u>6,000</u>	29,185	<u>6,000</u>	36,914
CURRENT ASSETS	0	110 200		07 745	
Debtors Cash in bank and in hand	8	110,392 <u>12,204</u>		97,745	
Cash in Dank and in Hand		122,596		<u>17,433</u> 115,178	
		122,000		110,170	
Creditors: Amounts falling due					
within one year	9	<u>-42,271</u>		<u>-59,216</u>	
NET CURRENT ASSETS (LIABILITIES)	40		80,325		55,962
Creditors: Amounts falling due after more than One year	10		-00		00
than one year			-00		00
HP Liabilities			<u>00</u>		<u>00</u>
NET ACCETO			0100 510		000 076
NET ASSETS			£ <u>109,510</u>		£92,876
CAPITAL AND RESERVES					
Called up share capital	11		100		100
Profit and loss account			<u>109,410</u>		92,776
EQUITY SHAREHOLDERS' FUNDS	12		£ <u>109,510</u>		£92,876
EQUITY SHAREHOLDERS' FUNDS	12		£ <u>109,510</u>		£ <u>92,876</u>

The Directors have stated that:

- The Company has taken advantage of Section 249A (1) of the Companies Act 1985 in not a) having these accounts audited.
- No notice has been deposited under subsection (2) of Section 249B in relation to its accounts b) for the financial year, and
- They acknowledge their responsibility for C)
  - ensuring that the Company keeps accounting records which comply with Section 221 (i) of the Companies Act
  - (ii) preparing accounts which give a true and fair view of the Company as at 31 March 2004 and of its profit for the financial year in accordance with the requirements of Section 266, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the Company.

The financial statements, which have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies and the Financial Reporting Standards for Smaller Entities (effective March 2003) were approved on 25-94: Sand signed on its behalf

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2004

#### 1. Accounting Policies:

The principal accounting policies are:

#### 1.1 Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention and the Financial Reporting Standard for Smaller Entities (effective March 2003) and include the results of the company's operations which are described in the Directors' Report and all of which are continuing.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

#### 1.2 Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation

Depreciation is provided at the rates calculated to write off the cost of fixed asset, less their estimated residual value, over their expected useful lives on the following bases:

Motor Vehicles
Fixtures and Fittings

25% reducing balance basis 25% reducing balance basis

#### 1.4 Leasing and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those, which substantially include all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

#### 1.5 Operating leases

Rentals applicable to operating leases which substantially include all of the benefits and risks of ownership remain with the lessor are charged to profit and loss account as incurred.

#### 1.6 Deferred taxation

Provision is made for taxation deferred as a result of material timing differences between the incidence of income and expenditure for taxation and accounts purposes, using the liability method, only to the extent that, in the opinion of the directors, there is a reasonable probability that a liability or asset will crystallise in the near future.

#### 2. Turnover

In the year to 31 March 2004, none of the company's turnover was to markets outside the Euro Zone.

3.	Operating Profit	2004	2003
	The operating profit is stated after charging:	£	£
	Depreciation of tangible fixed assets - Owned by the company - held under finance leases Operating lease rentals Directors' emoluments	7,729 00 00 75,061	10,304 00 3,372 48,999 ======
4.	Interest payable		
	Includes in interest payable is interest on HP Liabilities.		
5.	Taxation	2004	2003
	UK current year taxation UK Corporation tax at prevailing rates.	£7,530 =====	£8,748 =====
6.	Dividends	2004	2003
	Dividends per ordinary share – paid	£16,900 =====	£00

7a.	Tangible fixed assets				
	Cost	Fixtures& Equipmts	Motor Car		
	At 01 April Additions	77,940 00	31,141		
	Disposals	(0 <u>0)</u>	00 ( <u>00)</u>		
	At 31 March	<u>77,940</u>	<u>31,141</u>		
	Depreciation				
	At 01 April	60,164	18,003		
	On disposals Charge for year	(00) 4,444	(00) <u>3,285</u>		
	5				
	At 31 March Net book values	<u>64,608</u>	<u>21,288</u>		
<b>7</b> 1-	At 31 March	£13,332	£9,853		
7b	Intangible Assets Goodwill cost on acquisition There is no amortisation of goodwill. requirement is justified by adherence to over	£6,000 £6,000  This departure from company legislation erriding purpose of a true and fair view.			
8.	Debtors	2004	2003		
	Due after more than one year Due within one year	00	00		
	Deposits	00	00		
	Corporation Tax Refund Trade debtors	00 62,351	00 55,047		
	Other debtors	48,04 <u>1</u>	<u>42,698</u>		
		£110,392	£97,745		
		=====	=====		

9.	Creditors: amounts falling due within one year Bank overdraft Net obligations under Hire purchase	2004 00	2003 00
	Contracts- note 10a Trade creditors Corporation tox	00 17,456	20,912
	Corporation tax Other taxes and social security Directors current account	7,530 11,643 00	8,748 17,176 00
	Other creditors and Accruals	<u>5,642</u>	<u>12,380</u>
		£42,271	£59,216
10	Creditors: amounts falling due more than one year	2004	2003
	Hire purchase contracts	2004	2003
	Amounts payable: Within two to five years	<u>00</u>	<u>00</u>
	Less: finance charges allocated to future periods	<u>00</u>	<u>00</u>
		003 =====	£00
		003 =====	£00 =====
11.	Share capital	2004	2003
	Authorised Ordinary shares of £1 each	£1,000	£1,000
	Allotted, called up and fully paid Ordinary shares of £1 each	£100 ===	£100 ===
			7

12.	Movement on shareholders' funds	2004	2003
	Profit (Loss) for the year Less: Dividends	33,534 (169 <u>00</u> )	36,481 (00 <u>)</u>
		16,634	36,481
	Opening shareholders' funds	<u>92,876</u>	<u>56,395</u>
	Closing shareholders' funds	£109,510 ======	£92,876

## 13. Contingent liabilities

At 31 March 2004 the Company had no contingent liabilities (2003 - £nil)

#### 14. Capital Commitments

At 31 March 2004 the Company had no capital commitments (2003 - £nil)

#### 15. Related parties

Dr F Mahmood & Mrs A Mahmood (wife) are both shareholders of the company. The business is located in premises solely owned by the above named. During the year they charged rent of £40,800 (2003-31,500) to the company.