

REGISTERED NUMBER: 3275112 (England and Wales)

Unaudited Abbreviated Accounts

For The Year Ended 31 December 2003

for

File and Data Storage Limited



# **File and Data Storage Limited**

## **Contents of the Abbreviated Accounts** **For The Year Ended 31 December 2003**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Abbreviated Balance Sheet</b>	<b>2</b>
<b>Notes to the Abbreviated Accounts</b>	<b>4</b>

# **File and Data Storage Limited**

## **Company Information**

**For The Year Ended 31 December 2003**

**DIRECTORS:**

Mr A S Croft  
Mr C V Nash  
Mr S W Lockett  
Mr C Brown  
Mr V Matts  
Mr M J Pullan

**SECRETARY:**

Lodders Nominees Limited

**REGISTERED OFFICE:**

Unit 1 The Park  
Stoke Orchard  
Bishops Cleave  
Cheltenham  
Gloucs  
GL52 7RT

**REGISTERED NUMBER:**

3275112 (England and Wales)

**ACCOUNTANTS:**

Allan Brown (Accountancy & Taxation  
Services) Ltd  
18/22 Church Street  
Malvern  
Worcestershire  
WR14 2AY

**SOLICITORS:**

Messrs Lodders  
50 Henley Street  
Stratford upon Avon  
WARicks  
CV37 6QL

# File and Data Storage Limited

## Abbreviated Balance Sheet

31 December 2003

		31.12.03		31.12.02	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	2		150,053		68,877
<b>CURRENT ASSETS:</b>					
Stocks		1,000		1,685	
Debtors		87,014		101,400	
Cash at bank		25,250		-	
		113,264		103,085	
<b>CREDITORS: Amounts falling due within one year</b>	3	115,558		69,562	
<b>NET CURRENT (LIABILITIES)/ASSETS:</b>			(2,294)		33,523
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			147,759		102,400
<b>CREDITORS: Amounts falling due after more than one year</b>	3		(37,679)		(6,367)
<b>PROVISIONS FOR LIABILITIES AND CHARGES:</b>			(6,754)		(2,120)
			<u>£103,326</u>		<u>£93,913</u>

The notes form part of these abbreviated accounts

## File and Data Storage Limited

### Abbreviated Balance Sheet

31 December 2003

		31.12.03		31.12.02	
	Notes	£	£	£	£
<b>CAPITAL AND RESERVES:</b>					
Called up share capital	4		28,251		28,251
Share premium			750		750
Profit and loss account			74,325		64,912
<b>SHAREHOLDERS' FUNDS:</b>			<u>£103,326</u>		<u>£93,913</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 December 2003.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2003 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

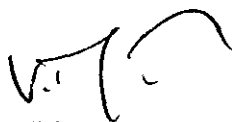
- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial 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.

**ON BEHALF OF THE BOARD:**



Mr A S Croft - Director



Mr V Matts - Director

Approved by the Board on 15 May 2004

The notes form part of these abbreviated accounts

# **File and Data Storage Limited**

## **Notes to the Abbreviated Accounts** **For The Year Ended 31 December 2003**

### **1. ACCOUNTING POLICIES**

#### **Basis of preparing the financial statements**

The accounts are prepared in accordance with applicable accounting standards.

#### **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 is the total amount receivable in the ordinary course of business for goods delivered and for services rendered excluding trade discounts and VAT.

Turnover is recognised as at the date stated on the invoice. As part of the agreement with the customer, storage payment is due one month in advance and is non refundable.

#### **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.

Leasehold property	- in accordance with the property
Plant and machinery	- 25% on cost
Racking	- 10% on cost
Motor vehicles	- 25% on cost
Office equipment	- 33% on cost

#### **Stocks**

Stock is 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.

Rentals paid under operating leases are charged to the profit and loss account as incurred.

# File and Data Storage Limited

## Notes to the Abbreviated Accounts For The Year Ended 31 December 2003

### 1. ACCOUNTING POLICIES - continued

#### **Pensions**

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

#### **Bank and Loan Interest**

Interest is charged against profits in accordance with the capital outstanding over the life of the loan.

### 2. TANGIBLE FIXED ASSETS

	Total
	£
<b>COST:</b>	
At 1 January 2003	173,514
Additions	115,103
	<hr/>
At 31 December 2003	288,617
	<hr/>
<b>DEPRECIATION:</b>	
At 1 January 2003	104,637
Charge for year	33,927
	<hr/>
At 31 December 2003	138,564
	<hr/>
<b>NET BOOK VALUE:</b>	
At 31 December 2003	150,053
	<hr/>
At 31 December 2002	68,877
	<hr/>

### 3. CREDITORS

The following secured debts are included within creditors:

	31.12.03	31.12.02
	£	£
Bank overdrafts	-	1,417
Bank loans	1,405	-
	<hr/>	<hr/>
	1,405	1,417
	<hr/>	<hr/>

## File and Data Storage Limited

### Notes to the Abbreviated Accounts For The Year Ended 31 December 2003

#### 4. CALLED UP SHARE CAPITAL

Authorised:		Nominal value:	31.12.03	31.12.02
Number:	Class:		£	£
100,000	Ordinary	£1	<u>100,000</u>	<u>100,000</u>

Allotted, issued and fully paid:		Nominal value:	31.12.03	31.12.02
Number:	Class:		£	£
28,251	Ordinary	£1	<u>28,251</u>	<u>28,251</u>

#### 5. TRANSACTIONS WITH DIRECTORS

The following loan to a director subsisted during the year ended 31 December 2003:

**Mr A S Croft**

	£
Balance outstanding at start of year	271
Balance outstanding at end of year	-
Maximum balance outstanding during year	<u>271</u>

One non-executive director-Mr Brown was paid £750 as non executive directors fees during the year.

Included in creditors is an amount due to a Director -Mr A S Croft in the sum of £80.

#### 6. REVENUE RECOGNITION

Credit is taken in accordance with the accounting policy note for storage in January 2004. In a similar manner credit was taken in the 2002 accounts for rentals for January 2003.

The amount of the rentals for January 2004 (and invoiced in December 2003) amounted to £30488 and January 2003 (invoiced in December 2002) to £24221.