

**KNOW HOW SERVICES LIMITED**

**ABBREVIATED FINANCIAL STATEMENTS**

**For the Year ended  
31 October 2003**

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**Company Number : 3651407**



**KNOW HOW SERVICES LIMITED**

**BALANCE SHEET**  
As at 31 October 2003

	note	£	2002 £	2002 £
<b>FIXED ASSETS</b>				
Tangible fixed assets	2		988	341
<b>CURRENT ASSETS</b>				
Debtors		4,137		3,917
Cash at bank and in hand		<u>38,526</u>		<u>40,606</u>
		42,663		44,523
Creditors : amounts falling due within one year		<u>(7,997)</u>		<u>(11,937)</u>
<b>NET CURRENT ASSETS</b>			<b>34,666</b>	<b>32,586</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>35,654</b></u>	<u><b>32,927</b></u>
<b>CAPITAL AND RESERVES</b>				
Called up share capital	3		100	100
Profit and loss account			<b>35,554</b>	<b>32,827</b>
<b>SHAREHOLDERS' FUNDS</b>			<u><b>35,654</b></u>	<u><b>32,927</b></u>

In preparing these abbreviated accounts, the director considers that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 and no shareholders holding 10% or more of the company's share capital have requested an audit pursuant to Section 249B(2). The director acknowledges his responsibility for ensuring that the company keeps accounting records which comply with section 221, and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit for the year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

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

The Financial Statements were approved by the board on 15th July 2004 and signed on its behalf.



Mr J Collins  
Director

The notes on pages 3 to 4 form part of these financial statements.

<p>KNOW HOW SERVICES LIMITED</p> <p>NOTES TO THE FINANCIAL STATEMENTS</p> <p>For the year ended 31 October 2003</p>
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## **ACCOUNTING POLICIES**

### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard for Smaller Entities (effective June 2002)

### **1.2 Turnover**

Turnover comprises the invoiced value of goods and services supplied company, exclusive of Value Added Tax.

### **1.3 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases :

Fixtures & equipment - 25% reducing balance

### **1.4 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

<p align="center"><b>KNOW HOW SERVICES LIMITED</b></p> <p align="center"><b>NOTES TO THE FINANCIAL STATEMENTS</b></p> <p align="center"><b>For the year ended 31 October 2003</b></p>
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## 2. TANGIBLE FIXED ASSETS

	Fixtures & Equipment
<b>Cost or valuation</b>	
At 1st November 2002	1,079
additions	<u>977</u>
At 31 October 2003	<u><u>2,056</u></u>
<b>Depreciation</b>	
At 1 November 2002	738
Charge for year	<u>330</u>
At 31 October 2003	<u><u>1,068</u></u>
<b>Net Book Value</b>	
At 31 October 2003	988
At 31 October 2002	341

## 3. CALLED UP SHARE CAPITAL

	2003 £	2002 £
<b>Authorised</b>		
1,000 ordinary shares of £1 each	<u><u>1,000</u></u>	<u><u>1,000</u></u>
<b>Allotted, called up and fully paid</b>		
ordinary shares of £1 each	<u><u>100</u></u>	<u><u>100</u></u>