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**CAPSTONE COMMUNICATION SERVICES LIMITED**

**Registered number 04496205**

**REPORT AND**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2003**



**CAPSTONE COMMUNICATION SERVICES LIMITED**

**REPORT AND**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2003**

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**The following page does not form part of the statutory accounts**

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**CAPSTONE COMMUNICATION SERVICES LIMITED**  
**31 JULY 2003**

**COMPANY INFORMATION**

COMPANY NUMBER	04496205
DIRECTOR	I J Norman
SECRETARY	S N Norman
REGISTERED OFFICE	53 Athol Square Poplar London E14 0NP
BANK	Lloyds TSB Bank Plc 67 High Street Watford

**DIRECTOR'S REPORT**  
**31 JULY 2003**

The director presents his annual report with the financial statements for the year ended 31 July 2003.

**Principal activity**

The principal activity of the company during the year of review was that of alarm installations.

**Dividends**

The director has decided not to pay a dividend for the year.

**Director's interests**

The director of the company during the year and his interest in the shares of the company as recorded in register of director's interests was as follows:

**2003**  
**Ordinary shares**

Mr. I J Norman

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**Director's responsibilities**

Company law requires the director to prepare 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 the profit or loss of the company for that year. In preparing those financial statements, the director is required to:


- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The director is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable him to ensure that the financial statements comply with the Companies Act 1985. He is 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.

**Small company exemptions**

The above report has 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



Mrs. S N Norman  
Secretary

Date:

25/05/04

**CAPSTONE COMMUNICATION SERVICES LIMITED**  
**PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2003**

	Note	2003 £
Turnover	1	62,018
Less: Administrative expenses		65,296
		<u>(3,278)</u>
Interest receivable and similar income		6
Profit/(Loss) on ordinary activities before taxation		<u>(3,272)</u>
Dividends paid		-
		<u><u>(3,272)</u></u>
Taxation	2	-
Profit/(Loss) on ordinary activities after taxation	7	<u><u>(3,272)</u></u>

None of the company's activities were acquired or discontinued during the year.

There were no recognised gains and losses in the year.

**CAPSTONE COMMUNICATION SERVICES LIMITED**  
**BALANCE SHEET**  
**AS AT 31 JULY 2003**

	Note	2003 £	£
<b>Fixed assets</b>			
Tangible assets	3		10,583
<b>Current assets</b>			
Debtors	4	2,609	
Cash in hand and in bank		<u>1,314</u>	
		3,923	
<b>Creditors: Amounts falling due within one year</b>	5	<u>17,777</u>	
Net current assets			<u>(13,854)</u>
Total assets less current liabilities			<u>(3,270)</u>
			<u>(3,270)</u>
<b>Capital and reserves</b>			
Called up share capital	6		2
Profit and loss account	7		<u>(3,272)</u>
Total equity shareholders' funds	6		<u>(3,270)</u>

The director has taken advantage of the exemption conferred by section 249A(1) not to have these financial statements audited and confirms that no notice has been deposited under section 249B(2) of the Companies Act 1985. No member or members have deposited a notice requesting an audit for the current financial year under subsection 2 of section 249B of the Act. The director acknowledges his responsibility for ensuring that:

- 1) The company keeps accounting records which comply with section 221 of the Companies Act 1985
- 2) The financial statements give a true and fair view of the state of affairs of the company as at 31 March 2002 and of its profit and loss for the year then ended in accordance with the requirement 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 financial statements have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

Approved on: 25/05/04

Signed by:

Mr. I J Norman

**CAPSTONE COMMUNICATION SERVICES LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2003**

**1. STATEMENT OF ACCOUNTING POLICIES**

**Basis of accounting**

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

**Cash flow**

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1: "Cash flow statements".

**Turnover**

Turnover represents the amount derived from the provision of services falling within the company's activities after the deduction of value added tax.

**Depreciation**

Depreciation is provided at the following annual rates on assets in order to write off their cost less any residual value over their estimated useful lives as follows:

Plant and machinery	25% at reducing balance method
Computer equipment	25% at reducing balance method

**2. Taxation for the year**

**2003**  
**£**

Tax charge at small companies rate (0%)

-

**3. Tangible fixed assets**

	<b>Plant and Equipment £</b>	<b>Computer Equipment £</b>	<b>Motor Van £</b>	<b>Total £</b>
<b>Cost</b>				
Additions	601	960	12,550	14,111
As at 31/07/2003	<u>601</u>	<u>960</u>	<u>12,550</u>	<u>14,111</u>
<b>Depreciation</b>				
Charge for year	150	240	3,138	3,528
As at 31/07/2003	<u>150</u>	<u>240</u>	<u>3,138</u>	<u>3,528</u>
<b>Net book value</b>				
As at 31/07/2003	<u>451</u>	<u>720</u>	<u>9,413</u>	<u>10,583</u>

**CAPSTONE COMMUNICATION SERVICES LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (cont'd)**  
**FOR THE YEAR ENDED 31 JULY 2003**

	2003 £
<b>4. Debtors</b>	
Debtors	2,609
	<u>2,609</u>

**5. Creditors: amounts falling due within one year**

Other creditors & accruals	8,916
Director's current account	7,192
Other taxes & social security	1,669
	<u>17,777</u>

**6. Called up share capital**

	2003	
	No.	£
<b>Authorised</b>		
Equity - £1 ordinary	100	100
	<u>100</u>	<u>100</u>

**Allotted called up and fully paid**

Equity - £1 ordinary	2	2
	<u>2</u>	<u>2</u>

**7. Profit and loss account**

	2003 £
Retained profit for the year	-
31-Jul-03	<u>-</u>



Appendix 1

**CAPSTONE COMMUNICATION SERVICES LIMITED**  
**TRADING AND PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2003**

	2003	
	£	£
<b>Income</b>		62,018
<b>Less: Administrative expenses</b>		
Materials	25,017	
Telephone charges	2,159	
Subcontractor	23,551	
Printing, postage and stationery	913	
Legal & professional	82	
Bank charges	105	
Accountancy	600	
Travel & subsistence	1,208	
Advert	610	
Insurance	302	
Charitable donations	1,579	
Motor	3,349	
Use of home	1,965	
Depreciation	3,528	
Tools	328	
		65,296
		- 3,278
Interest received		6
		<u>-3,272</u>