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## **BOOKKEEPING, STATUTORY AND FINANCIAL SERVICES LIMITED**

# DIRECTORS' REPORT FOR THE YEAR ENDED 30TH SEPTEMBER 2005

The directors present their report and the financial statements for the year ended 30th September 2005.

#### **Principal Activities**

The company's principal activity continues to be that of Bookkeeping and Accountancy Services.

#### **Directors**

The directors who served during the year and their beneficial interests in the company's issued ordinary share capital were:

	£1 Ordinary	£1 Ordinary Shares	
	2005	<u>2004</u>	
S Blitz FCA	50	50	
Mrs P Blitz	1	1	

#### **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 year. 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;
- 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. 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.



This report was approved by the Board on 8th May 2006 and has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the directors,

. S BLITZ, FCA

#### **CHARTERED ACCOUNTANTS REPORT**

# TO THE DIRECTORS OF BOOKKEEPING, STATUTORY AND FINANCIAL

### **SERVICES LIMITED**

In accordance with the engagement letter dated 1st April 2003 and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the Company which comprise a Profit and Loss Account and a Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 30th September 2005 your duty to ensure that the Company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the Company is exempt from the statutory requirements for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

34 RAVENDALE WAY SHOEBURY ESSEX SS3 8YB SMB TOTAL ACCOUNTING LIMITED

CHARTERED ACCOUNTANTS

8TH MAY 2006

# **BALANCE SHEET**

## **AS AT 30TH SEPTEMBER 2005**

	Notes		<u>2004</u>	
Tangible Fixed Assets	5		26	34
Current Assets				
Debtors	6	6,584		9,224
Cash at Bank		137,550		110,064
		144,134		119,288
Creditors: Amounts falling due within one year	7	(_10,043)		(8,760)
Net Current Assets			134,091	110,528
Total Assets less Current Liabilities			134,117	110,562
Creditors: Amounts falling due after more than one year	8		( <u>15,228</u> ) £ <u>118,889</u>	( <u>9,089)</u> £ <u>101,473</u>
Capital and Reserves				
Called up Share Capital	9		100	100
Profit and Loss Account			118,789	<u>101,373</u>
			£ <u>118,889</u>	£ <u>101,473</u>

The notes on pages 7 to 9 form part of these financial statements

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year in question the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 30th September 2005; and
- (c) that we acknowledge our responsibilities for:
  - (i) ensuring that the company keeps accounting records which comply with Section 221, and
  - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at 30th September 2004 and of its profit for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company.

The accounts were approved by the board of directors on 8th May 2006 signed on its behalf. The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Small Entities. (Effective June 2002)

...... S BLITZ FCA, DIRECTOR

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 2005

	<u>Notes</u>		<u>2004</u>
Turnover	1,2	46,737	46,248
Administrative Expenses		(_17,139)	( 15,132)
Operating Profit	2	29,598	31,116
Interest Received		4,602	2,308
Profit on ordinary activities before taxation		34,200	33,424
Tax on profit on ordinary activities	3	( <u>6,498</u> )	( <u>6,905</u> )
Profit for the Financial year		27,702	26,519
Dividends	4	( <u>10,286</u> )	( <u>7,837</u> )
Retained Profit for the year		17,416	18,682
Retained Profits brought forward	i	101,373	82,691
Retained Profits carried forward		£ <u>118,789</u>	£ <u>101,373</u>

The notes on pages 7 to 9 form part of these financial statements

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH SEPTEMBER 2005

#### 1. Accounting Policies

#### 1.1 Basis of Preparation of Accounts

The financial statements are prepared under the historical cost convention and incorporate the results of the principal activity which is described in the directors report and which is continuing, and in accordance with the Financial Reporting Standards for Smaller Entities (Effective June 2002).

#### 1.2 Turnover

Tumover comprises the invoiced value of services supplied by the company.

### 1.3 Tangible Fixed Assets and Depreciation

Tangible Fixed Assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets over their expected useful life on the following basis:

Equipment

25% reducing balance basis

## 2. Operating Profit

	The Operating Profit is stated after charging:		<u>2004</u>
	Depreciation of tangible fixed assets		
	- owned by the company	8	11
	Directors Remuneration	6,880	7,050
3.	Taxation		
	UK current year taxation		
	UK Corporation Tax	6,498	6,351
	Prior Year		
	UK Corporation Tax		<u> 554</u>
		£6,498	£6,905

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH SEPTEMBER 2005

2004

4.	Dividends		
	Dividends of £102.86 per ordinary share (2004 £78.37)	£ <u>10,286</u>	£ <u>7,837</u>
5.	Tangible Fixed Assets	Equipment	
	Cost		
	At 1st October 2004	<u>3,054</u>	
	At 30th September 2005	£ <u>3,054</u>	
	Depreciation		
	At 1st October 2004	3,020	
	Charge for the year	8	
	At 30th September 2005	£ <u>3,028</u>	
	Net Book Value		
	At 30th September 2004	£ <u>34</u>	
	At 30th September 2005	£ <u>26</u>	
			<u>2004</u>
6.	Debtors		
	Due within one year		
	Trade Debtors	£ <u>6,584</u>	£ <u>9,224</u>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH SEPTEMBER 2005

			<u>2004</u>
7.	Creditors: Amounts falling within one year		
	Corporation Tax	6,498	6,351
	Accruals	3,545	<u>2,409</u>
		£ <u>10,043</u>	£ <u>8,760</u>
8.	Creditors: Amounts falling due after more than one year		
	Directors Loan Accounts	£ <u>15,228</u>	£ <u>9,089</u>
9.	Called Up Share Capital		
	Authorised 100 Ordinary Shares of £1 each	£ <u>100</u>	£ <u>100</u>
	Allotted 100 Ordinary Shares of £1 each, fully paid	£ <u>100</u>	£ <u>100</u>