

**COTSWOLD DOCUMENTATION SERVICES LIMITED**

**ABBREVIATED FINANCIAL STATEMENTS**

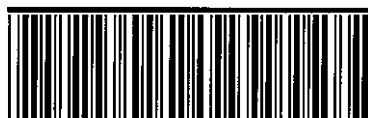
**30TH SEPTEMBER 1997**

**Registered number: 02647532**

**WORTON ROCK & ASSOCIATES**

**CHARTERED ACCOUNTANTS**

**Gloucester**



A20 \*A04098AT\* 357  
COMPANIES HOUSE 29/07/98

*COTSWOLD DOCUMENTATION SERVICES LIMITED*

*ABBREVIATED FINANCIAL STATEMENTS*

*for the year ended 30th September 1997*

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COTSWOLD DOCUMENTATION SERVICES LIMITED

ACCOUNTANTS' REPORT ON ABBREVIATED FINANCIAL STATEMENTS

Accountants' report  
on the unaudited financial statements to the directors of  
Cotswold Documentation Services Limited

The following reproduces the text of the report prepared for the purposes of section 249A(1) of the Companies Act 1985 in respect of the company's annual financial statements, from which the abbreviated financial statements (set out on pages 2 - 4) have been prepared.

'As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 30th September 1997, set out on pages 4 - 10, and you consider that the company is exempt from an audit under section 249A(1) of the Companies Act 1985. In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.'

*Worton Rock*

Gloucester  
22nd July 1998

Worton Rock  
Chartered Accountants

## COTSWOLD DOCUMENTATION SERVICES LIMITED

## ABBREVIATED BALANCE SHEET

at 30th September 1997

		1997		1996	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	2		12,111		12,367
<b>Current assets</b>					
Debtors		19,850		20,743	
Cash at bank and in hand		3,030		-	
		<u>22,880</u>		<u>20,743</u>	
Creditors: Amounts falling due within one year		<u>(21,860)</u>		<u>(20,656)</u>	
<b>Net current assets</b>			<u>1,020</u>		<u>87</u>
<b>Total assets less current liabilities</b>			<u>13,131</u>		<u>12,454</u>
<b>Creditors: Amounts falling due after more than one year</b>			<u>1,189</u>		<u>1,110</u>
<b>Net assets</b>			<u>£ 11,942</u>		<u>£ 11,344</u>
<b>Capital and reserves</b>					
Called up share capital	3		4		4
Profit and loss account			<u>11,938</u>		<u>11,340</u>
<b>Total shareholders' funds</b>			<u>£ 11,942</u>		<u>£ 11,344</u>

continued .....

## COTSWOLD DOCUMENTATION SERVICES LIMITED

ABBREVIATED BALANCE SHEET  
(continued)


at 30th September 1997

The directors consider that for the year ended 30th September 1997 the company was entitled to exemption under subsection 1 of section 249A 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 directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985 and preparing accounts 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 or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The abbreviated financial statements on pages 4 - 10 were approved by the board of directors on 9th April 1998 and signed on its behalf by:

  
R. J. Cassidy  
Director

## COTSWOLD DOCUMENTATION SERVICES LIMITED

## NOTES ON ABBREVIATED FINANCIAL STATEMENTS

30th September 1997

## 1. Accounting policies

**Basis of accounting**

The financial statements have been prepared under the historical cost accounting rules.

The company has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that it qualifies as a small company under the Companies Act 1985.

**Turnover**

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

**Depreciation**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Office equipment

15% reducing balance

**Deferred taxation**

Deferred taxation is provided on the liability method in respect of the taxation effect of all timing differences to the extent that tax liabilities are likely to crystallise in the foreseeable future.

## COTSWOLD DOCUMENTATION SERVICES LIMITED

## NOTES ON ABBREVIATED FINANCIAL STATEMENTS

30th September 1997

## 2. Fixed assets

Cost	Tangible fixed assets £
1st October 1996	15,816
Additions	1,880
30th September 1997	<u>17,696</u>
Depreciation	
1st October 1996	3,449
Charge for year	2,136
30th September 1997	<u>5,585</u>
Net book amount	
30th September 1997	<u>12,111</u>
30th September 1996	<u>12,367</u>

## 3. Called up share capital

	1997		1996	
	Number of shares	£	Number of shares	£
Authorised:				
Ordinary shares of £1 each	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Alloted called up and fully paid				
Ordinary shares of £1 each	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>