

BENNETT SECRETARIAL SERVICES LTD

**ABBREVIATED
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 AUGUST 2000**

REGISTERED NUMBER: 1051321



BENNETT SECRETARIAL SERVICES LTD

ABBREVIATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2000

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BENNETT SECRETARIAL SERVICES LTD

COMPANY INFORMATION
AT 31 AUGUST 2000

DIRECTORS

R Bennett
A Powell
D E Powell
C Frier

SECRETARY

R Bennett

REGISTERED OFFICE

51A/52 Market Street
Hyde
Cheshire
SK14 2AB

AUDITORS

Scott Roberts Taylor
Accountants
Central Buildings
5/7 Corporation Street
Hyde
Cheshire
SK14 1AG

PRINCIPAL BANKERS

Barclays Bank PLC
PO Box 26
38 Market Street
Hyde
Cheshire
SK14 1AN

BENNETT SECRETARIAL SERVICES LTD

AUDITORS' REPORT TO THE COMPANY PURSUANT TO SECTION 247B OF THE COMPANIES ACT 1985

We have examined the abbreviated accounts on pages 3 to 6 together with the full financial statements of the company prepared under section 226 of the Companies Act 1985 for the year ended 31 August 2000.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND AUDITORS

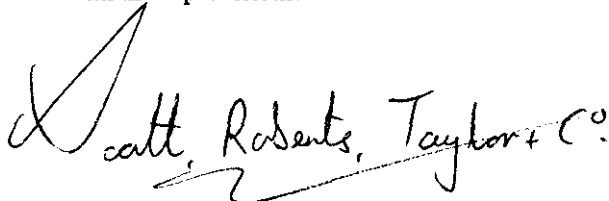
The directors are responsible for preparing the abbreviated accounts in accordance with section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to the company's entitlement to deliver abbreviated accounts prepared in accordance with section 246(5) and (6) of the Companies Act 1985 and whether the abbreviated accounts have been properly prepared in accordance with those provisions and to report our opinion to you.

BASIS OF OPINION

We have carried out the procedures we considered necessary to confirm, by reference to the audited financial statements, that the company is entitled to deliver abbreviated accounts prepared in accordance with section 246(5) and (6) of the Companies Act 1985 and that the abbreviated accounts have been properly prepared from those financial statements. The scope of our work for the purpose of this report does not include examining or dealing with events after the date of our report on the full financial statements.

OPINION

In our opinion, the company is entitled to deliver abbreviated accounts prepared in accordance with section 246(5) and (6) of the Companies Act 1985 and the abbreviated accounts on pages 3 to 6 have been properly prepared in accordance with those provisions.



**Scott Roberts Taylor
Accountants
Registered Auditors
Central Buildings
5/7 Corporation Street
Hyde
Cheshire
SK14 1AG**

Date: 19 December 2000

BENNETT SECRETARIAL SERVICES LTD**ABBREVIATED BALANCE SHEET
AT 31 AUGUST 2000**

	Notes	£	2000 £	£	1999 £
FIXED ASSETS	2				
Tangible assets			126,829		91,458
Investments			1,352		-
			<u>128,181</u>		<u>91,458</u>
CURRENT ASSETS					
Debtors		357,930		383,062	
Cash at bank and in hand		220,086		222,565	
		<u>578,016</u>		<u>605,627</u>	
CREDITORS: amounts falling due within one year	3	(299,737)		(294,743)	
NET CURRENT ASSETS			278,279		310,884
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>406,460</u>		<u>402,342</u>
CREDITORS: amounts falling due after more than one year	4		(13,179)		(13,392)
NET ASSETS			<u>393,281</u>		<u>388,950</u>
CAPITAL AND RESERVES					
Called up share capital	6		3,646		3,646
Profit and loss account			389,635		385,304
TOTAL SHAREHOLDERS' FUNDS			<u>393,281</u>		<u>388,950</u>

The abbreviated financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the board of directors on 18 Dec 00 and signed on its behalf by the following directors:

R Bennett:  ,

A Powell:  ,

The notes on pages 4 to 6 form part of these financial statements.

BENNETT SECRETARIAL SERVICES LTD

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2000

1. STATEMENT OF ACCOUNTING POLICIES

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 total invoice value, excluding value added tax, of goods sold and services rendered during the year.

Depreciation of tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful life:

Office machinery	15% reducing balance
Fixtures and fittings	15% reducing balance
Computer equipment	25% on cost
Motor vehicles	25% reducing balance
Other assets	15% on cost

No depreciation is charged on freehold and long leasehold land.

Where zero depreciation of freehold buildings is appropriate

Freehold buildings are depreciated to write down the cost less estimated residual value over their remaining useful life by equal annual instalments. Where buildings are maintained to such a standard that their residual value is not less than their cost or valuation, no depreciation is charged as it is not material.

Investments

Investments held as fixed assets are stated at cost less provision for permanent diminution in value. Those held as current assets are stated at the lower of cost and net realisable value.

Dividends are brought to account in the profit and loss account when received.

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and are depreciated over their estimated useful lives. The interest element of the rental obligations is charged to the profit and loss account over the period of the lease.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Pension costs

The company operates two funded defined contribution pension schemes. Contributions payable to these schemes are charged to the profit and loss account in the period to which they relate. These contributions are invested separately from the company's assets.

BENNETT SECRETARIAL SERVICES LTD

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2000

2. FIXED ASSETS

	Tangible assets	Investments	Total
	£	£	£
Cost:			
At 1 September 1999	271,418	-	271,418
Additions	79,265	1,352	80,617
Disposals	(53,246)	-	(53,246)
At 31 August 2000	297,437	1,352	298,789
Depreciation:			
At 1 September 1999	179,960	-	179,960
Charge for year	33,344	-	33,344
On disposals	(42,696)	-	(42,696)
At 31 August 2000	170,608	-	170,608
Net book value:			
At 31 August 2000	126,829	1,352	128,181
At 31 August 1999	91,458	-	91,458

3. CREDITORS: amounts falling due within one year

	2000	1999
	£	£
Bank loans and overdrafts	29,534	39,937
Trade creditors	13,173	2,766
Taxation and social security	156,309	168,564
Other creditors	100,721	83,476
	299,737	294,743
	2000	1999
	£	£
Secured creditors	12,094	7,288

4. CREDITORS: amounts falling due after more than one year

	2000	1999
	£	£
Secured creditors	9,054	3,767

BENNETT SECRETARIAL SERVICES LTD

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2000

6. SHARE CAPITAL

	2000 £	1999 £
Authorised:		
Equity interests:		
5,000 ordinary shares of £1 each	<u>5,000</u>	<u>5,000</u>
 Allotted, called up and fully paid:		
Equity interests:		
3,646 ordinary shares of £1 each	<u>3,646</u>	<u>3,646</u>

7. RELATED PARTY DISCLOSURES

Three of the directors have loan accounts with the company. The balance owed by the company to Mr R Bennett at the balance sheet date was £28,191; to Mr A Powell was £17 and to Mr D E Powell was £1,991.

The company paid dividends of £112,035 during the year which was paid to Mr R Bennett.

Interest on the directors loan accounts accrued at the year end was £1,804 to Mr R Bennett; £127 to Mr D E Powell and £1 to Mr A Powell.