

BENNETT SECRETARIAL SERVICES LTD

ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2002

Company Registration No. 1051321 (England and Wales)



BENNETT SECRETARIAL SERVICES LTD

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BENNETT SECRETARIAL SERVICES LTD

AUDITORS' REPORT TO BENNETT SECRETARIAL SERVICES LTD UNDER SECTION 247B OF THE COMPANIES ACT 1985

We have examined the abbreviated accounts set out on pages 2 to 4, together with the financial statements of the company for the year ended 31 August 2002 prepared under section 226 of the Companies Act 1985.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

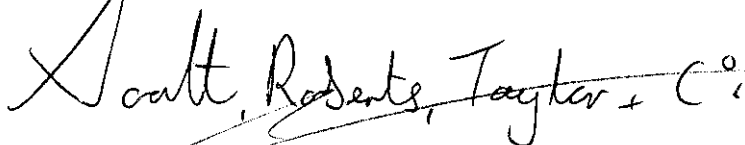
The directors are responsible for preparing the abbreviated accounts in accordance with section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Act to the Registrar of Companies and whether the accounts to be delivered are 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 financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the financial statements.

OPINION

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts on pages 2 to 4 are properly prepared in accordance with those provisions.



Scott Roberts Taylor & Co

Accountants and Registered Auditor

Central Buildings
5/7 Corporation Street
Hyde
Cheshire
SK14 1AG

12/12/02

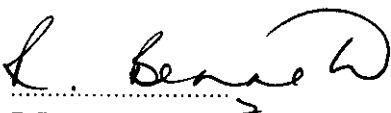
BENNETT SECRETARIAL SERVICES LTD

ABBREVIATED BALANCE SHEET AS AT 31 AUGUST 2002

	Notes	2002 £	£	2001 £	£
Fixed assets					
Tangible assets	2	106,111		116,823	
Investments	2	-		1,352	
		<u>106,111</u>		<u>118,175</u>	
Current assets					
Debtors		309,573		356,200	
Cash at bank and in hand		226,859		245,487	
		<u>536,432</u>		<u>601,687</u>	
Creditors: amounts falling due within one year		<u>(324,881)</u>		<u>(319,060)</u>	
Net current assets		<u>211,551</u>		<u>282,627</u>	
Total assets less current liabilities		<u>317,662</u>		<u>400,802</u>	
Creditors: amounts falling due after more than one year		<u>(7,961)</u>		<u>(5,363)</u>	
		<u>309,701</u>		<u>395,439</u>	
Capital and reserves					
Called up share capital	3	3,646		3,646	
Profit and loss account		306,055		391,793	
Shareholders' funds - equity interests		<u>309,701</u>		<u>395,439</u>	

These abbreviated accounts 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 11/12/02



R Bennett
Director

BENNETT SECRETARIAL SERVICES LTD

NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2002

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

1.2 Turnover

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land and buildings	Over 25 years
Long leasehold land and buildings	Over the life of the lease
Office machinery	15% reducing balance
Computer equipment	25% cost
Fixtures and fittings	15% reducing balance
Motor vehicles	25% reducing balance

1.4 Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.5 Investments

Fixed asset investments are stated at cost less provision for diminution in value.

1.6 Pensions

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.

1.7 Deferred taxation

Deferred taxation is provided at appropriate rates on all timing differences using the liability method only to the extent that, in the opinion of the directors, there is a reasonable probability that a liability or asset will crystallise in the foreseeable future.

BENNETT SECRETARIAL SERVICES LTD

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2002

2 Fixed assets

	Tangible assets	Investments	Total
	£	£	£
Cost			
At 1 September 2001	305,991	1,352	307,343
Additions	24,288	-	24,288
Disposals	(18,721)	(1,352)	(20,073)
At 31 August 2002	311,558	-	311,558
Depreciation			
At 1 September 2001	189,168	-	189,168
On disposals	(14,278)	-	(14,278)
Charge for the year	30,557	-	30,557
At 31 August 2002	205,447	-	205,447
Net book value			
At 31 August 2002	106,111	-	106,111
At 31 August 2001	116,823	1,352	118,175

3 Share capital

	2002	2001
	£	£
Authorised		
5,000 Ordinary shares of £ 1 each	5,000	5,000
Allotted, called up and fully paid		
3,646 Ordinary shares of £ 1 each	3,646	3,646

4 Transactions with directors

	Amount outstanding 2002	Maximum in year
	£	£
A Powell	3,507	3,507