BENNETT SECRETARIAL SERVICES LTD

ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2003

Company Registration No. 1051321 (England and Wales)



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COMPANIES HOUSE
0695
28/02/04

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 2003 prepared under section 226 of the Companies Act 1985.

RESPECTIVE REPONSIBILITIES 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

Scott Roberts Taylor & Co

Accountants and Registered Auditor
Central Buildings
5/7Corporation Street
Hyde
Cheshire
SK14 1AG

20/02/04

BENNETT SECRETARIAL SERVICES LTD

ABBREVIATED BALANCE SHEET
AS AT 31 AUGUST 2003

	Notes	2003 £	2003 £	2002 £	2002 £
Fixed assets					
Tangible assets	2		182,145		106,111
Current assets					
Debtors		351,196		309,573	
Cash at bank and in hand		170,003		226,859	
		521,199		536,432	
Creditors: amounts falling due within one year		(334,988)		(324,882)	
Net current assets			186,211		211,550
Total assets less current liabilities			368,356		317,661
Creditors: amounts falling due after more than one year			(10,881)		(7,961)
			357,475		309,700
Capital and reserves					
Called up share capital	3		3,646		3,646
Revaluation reserve			70,815		-
Profit and loss account			283,014		306,054
Shareholders' funds - equity interests			357,475		309,700

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 19 February 2004

R Bennett
Director

NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2003

1 Accounting policies

1 .1 Accounting convention

The financial statements are prepared under the historical cost convention modified to include the revaluation of freehold land and buildings.

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 or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation 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 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 .6 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.

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2003

2 Fixed assets

	Tangible assets £
Cost or valuation	
At 1 September 2002	311,558
Additions	60,365
Revaluation	70,815
Disposals	(50,985)
At 31 August 2003	391,753
Depreciation	
At 1 September 2002	205,446
On disposals	(29,475)
Charge for the year	33,637
At 31 August 2003	209,608
Net book value	
At 31 August 2003	182,145
At 31 August 2002	106,111

3 Share capital

	2003 £	2002 £
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