BENNETT SECRETARIAL SERVICES LTD

ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2004

Company Registration No. 1051321 (England and Wales)





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BENNETT SECRETARIAL SERVICES LTD

CONTENTS

Contents	Page
Abbreviated balance sheet	1 - 2
Notes to the abbreviated accounts	3 - 4

BENNETT SECRETARIAL SERVICES LTD

ABBREVIATED BALANCE SHEET
AS AT 31 AUGUST 2004

	Notes	2004 £	2004 £	2003 £	2003 £
Fixed assets					
Tangible assets	2		162,232		182,145
Current assets					
Debtors		414,412		352,021	
Cash at bank and in hand		150,947		170,003	
		565,359		522,024	
Creditors: amounts falling due within one year		(388,424)		(335,813)	
Net current assets			176,935		186,211
Total assets less current liabilities			339,167		368,356
Creditors: amounts falling due after more than one year			(3,349)		(10,881)
			335,818		357,475
Capital and reserves					
Called up share capital	3		3,646		3,646
Revaluation reserve			70,815		70,815
Profit and loss account			261,357		283,014
Shareholders' funds - equity interests			335,818		357,475

In preparing these financial statements:

(a) The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(1) of the Companies Act 1985;

(b) No notice has been deposited under Section 249B(2) of the Companies Act 1985, and

(c) The directors acknowledge their responsibilities for:

(i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and

(ii) 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 this Act relating to accounts, so far as applicable to the company.

ABBREVIATED BALANCE SHEET (CONTINUED)
AS AT 31 AUGUST 2004

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 21 December 2004

R Bennett
Director

NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2004

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	No depreciation is charged
Long leasehold land and buildings	Over the life of the lease
Office machinery	15% reducing balance
Computer equipment	25% straight line
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.

2 **Fixed assets**

	Tangible assets £
Cost or valuation	
At 1 September 2003	391,753
Additions	6,386
Disposals	(7,635)
At 31 August 2004	390,504
Depreciation	
At 1 September 2003	209,607
On disposals	(6,635)
Charge for the year	25,300
At 31 August 2004	228,272
Net book value	
At 31 August 2004	162,232
At 31 August 2003	182,145

3 **Share capital**

	2004 £	2003 £
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