

ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

FOR

SOS OFFICE SUPPLIES LIMITED



A39
COMPANIES HOUSE

ACSKDRTS

0086
17/01/04

SOS OFFICE SUPPLIES LIMITED

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FOR THE YEAR ENDED 31 MARCH 2003**

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SOS OFFICE SUPPLIES LIMITED
COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2003

DIRECTORS:

A V Cobb
K J Cobb
Mrs A M Cobb
Mrs L K Cobb

SECRETARY:

K J Cobb

REGISTERED OFFICE:

Unit 4
Thistlebrook Industrial Estate
Eynsham Drive
Abbey Wood
London
SE2 9RB

REGISTERED NUMBER:

1550821

AUDITORS:

Wilkins Kennedy
Greytown House
221-227 High Street
Orpington
Kent
BR6 0NZ

**REPORT OF THE INDEPENDENT AUDITORS TO
SOS OFFICE SUPPLIES LIMITED
UNDER SECTION 247B OF THE COMPANIES ACT 1985**

We have examined the abbreviated accounts on pages three to six, together with the full financial statements of the company for the year ended 31 March 2003 prepared under Section 226 of the Companies Act 1985.

This report is made solely to the company, in accordance with Section 247B of the Companies Act 1985. Our work has been undertaken so that we might state to the company those matters we are required to state to it in a special auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, for our work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

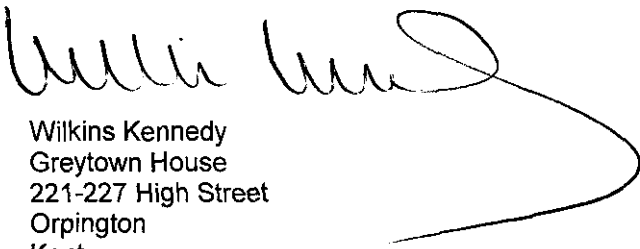
The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (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 consider 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 full 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 three to six are properly prepared in accordance with those provisions.



Wilkins Kennedy
Greytown House
221-227 High Street
Orpington
Kent
BR6 0NZ

28 October 2003

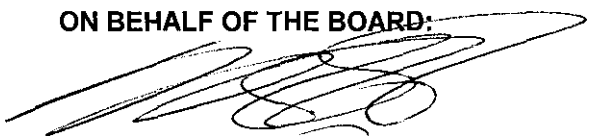
SOS OFFICE SUPPLIES LIMITED

**ABBREVIATED BALANCE SHEET
31 MARCH 2003**

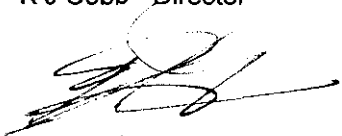
	Notes	2003		2002	
		£	£	£	£
FIXED ASSETS					
Tangible assets	2		66,232		83,647
Investments	3		2,185		2,185
			<u>68,417</u>		<u>85,832</u>
CURRENT ASSETS					
Stocks		50,896		78,431	
Debtors		266,333		336,745	
Cash at bank		82,589		28,812	
		<u>399,818</u>		<u>443,988</u>	
CREDITORS					
Amounts falling due within one year		<u>257,781</u>		<u>288,071</u>	
NET CURRENT ASSETS			<u>142,037</u>		<u>155,917</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>210,454</u>		<u>241,749</u>
CREDITORS					
Amounts falling due after more than one year			-		(5,058)
PROVISIONS FOR LIABILITIES AND CHARGES			<u>(4,344)</u>		<u>-</u>
			<u>206,110</u>		<u>236,691</u>
CAPITAL AND RESERVES					
Called up share capital	4		75,000		75,000
Profit and loss account			131,110		161,691
SHAREHOLDERS' FUNDS			<u>206,110</u>		<u>236,691</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.

ON BEHALF OF THE BOARD:



K J Cobb - Director



A V Cobb - Director

Approved by the Board on 28 October 2003

The notes form part of these abbreviated accounts

SOS OFFICE SUPPLIES LIMITED

**NOTES TO THE ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2003**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Turnover

Turnover represents net invoiced sales of goods, excluding value added tax.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Land and buildings	- over the period of the lease
Plant and machinery etc	- 25% on reducing balance and at variable rates on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

SOS OFFICE SUPPLIES LIMITED

**NOTES TO THE ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2003**

2. TANGIBLE FIXED ASSETS

	Total £
COST:	
At 1 April 2002	246,605
Additions	3,467
Disposals	(12,630)
At 31 March 2003	237,442
DEPRECIATION:	
At 1 April 2002	162,956
Charge for year	16,928
Eliminated on disposal	(8,674)
At 31 March 2003	171,210
NET BOOK VALUE:	
At 31 March 2003	66,232
At 31 March 2002	83,649

3. FIXED ASSET INVESTMENTS

	Listed investments £
COST:	
At 1 April 2002 and 31 March 2003	2,185
NET BOOK VALUE:	
At 31 March 2003	2,185
At 31 March 2002	2,185

4. CALLED UP SHARE CAPITAL

Authorised:				
Number:	Class:	Nominal value:	2003	2002
			£	£
500,000	Ordinary	£1	500,000	500,000
Allotted, issued and fully paid:				
Number:	Class:	Nominal value:	2003	2002
			£	£
75,000	Ordinary	£1	75,000	75,000

SOS OFFICE SUPPLIES LIMITED

**NOTES TO THE ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2003**

5. TRANSACTIONS WITH DIRECTORS

The following loans to directors subsisted during the year ended 31 March 2003:

£

A V Cobb

Balance outstanding at start of year	3,132
Balance outstanding at end of year	3,132
Maximum balance outstanding during year	<u>3,132</u>

K J Cobb

Balance outstanding at start of year	3,000
Balance outstanding at end of year	3,000
Maximum balance outstanding during year	<u>3,000</u>