

Abbreviated Accounts for the Year Ended 31 December 2003

for

TOTAL COMPUTER SUPPORT LIMITED



TOTAL COMPUTER SUPPORT LIMITED

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for the Year Ended 31 December 2003

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TOTAL COMPUTER SUPPORT LIMITED

Company Information
for the Year Ended 31 December 2003

DIRECTORS:

C D Larking
C R Swain

SECRETARY:

C D Larking

REGISTERED OFFICE:

17 Liverpool Road
Worthing
West Sussex
BN11 1SU

REGISTERED NUMBER:

1789607

AUDITORS:

Smart & Co
17 Liverpool Road
Worthing
West Sussex
BN11 1SU

Report of the Independent Auditors to
Total Computer Support Limited
Under Section 247B of the Companies Act 1985

We have examined the abbreviated accounts on pages four to seven, together with the full financial statements of the company for the year ended 31 December 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 four to seven are properly prepared in accordance with those provisions.

Other information

On 18th March 2004 we reported, as auditors to the shareholders of the company on the financial statements for the year ended 31 December 2003 prepared under Section 226 of the Companies Act 1985, and our report was as follows:

"We have audited the financial statements of Total Computer Support Limited for the year ended 31 December 2003 on pages one to two. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an 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 and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described on pages one and two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

Report of the Independent Auditors to
Total Computer Support Limited
Under Section 247B of the Companies Act 1985

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Qualified Opinion

Included in trade debtors is an amount of £49133 outstanding from an associated company Total Computer Support (Contrax) Limited. The Company continues to trade with that company, but the ability of that company to repay this debt is dependent on its future profitability. No provision has been made in the accounts for this debt. As the outcome of this debt depends on the future profitability of Total Computer Support (Contrax) Limited we are unable to say whether this debt will prove to be good. Stock includes items valued at market value by the directors for which we have not received independent confirmation. Except for the uncertainty concerning these items, in our opinion the financial statements give a true and fair view of the state of the company affairs as at 31st December 2003 and of its profits for the year then ended and have been properly prepared in accordance with the companies act 1985 applicable to small companies. "

Smart & Co

Smart & Co
17 Liverpool Road
Worthing
West Sussex
BN11 1SU

Date: *18th March, 2004*
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TOTAL COMPUTER SUPPORT LIMITED

Abbreviated Balance Sheet
31 December 2003

31.12.02		Notes	31.12.03
£			£
23,559	FIXED ASSETS		
	Tangible assets	2	16,610
89,931	CURRENT ASSETS		
277,195	Stocks		94,553
2,435	Debtors		311,564
	Cash at bank and in hand		11,657
369,561			417,774
(222,953)	CREDITORS		
	Amounts falling due within one year		(269,519)
146,608	NET CURRENT ASSETS		148,255
170,167	TOTAL ASSETS LESS CURRENT LIABILITIES		164,865
(59,945)	CREDITORS		
	Amounts falling due after more than one year		(50,000)
110,222			114,865
40,000	CAPITAL AND RESERVES		
20,000	Called up share capital	3	40,000
50,222	Capital redemption reserve		20,000
	Profit and loss account		54,865
110,222	SHAREHOLDERS' FUNDS		114,865

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:

C R Swain

 C R Swain - Director

Approved by the Board on *15/3/2004*

TOTAL COMPUTER SUPPORT LIMITED

Notes to the Abbreviated Accounts for the Year Ended 31 December 2003

1. **ACCOUNTING POLICIES**

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

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.

Plant and equipment 50% reducing balance basis
Motor vehicles 25% reducing balance basis

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.

Rentals paid under operating leases are charged to the profit and loss account as incurred.

Pensions

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

TOTAL COMPUTER SUPPORT LIMITED

Notes to the Abbreviated Accounts
for the Year Ended 31 December 2003

2. **TANGIBLE FIXED ASSETS**

	Total £
COST:	
At 1 January 2003	72,594
Additions	160
At 31 December 2003	72,754
DEPRECIATION:	
At 1 January 2003	49,034
Charge for year	7,110
At 31 December 2003	56,144
NET BOOK VALUE:	
At 31 December 2003	16,610
At 31 December 2002	23,560

3. **CALLED UP SHARE CAPITAL**

Authorised:				
Number:	Class:	Nominal value:	31.12.03	31.12.02
			£	£
500,000	Ordinary shares	£1	<u>500,000</u>	<u>500,000</u>
Allotted, issued and fully paid:				
Number:	Class:	Nominal value:	31.12.03	31.12.02
			£	£
40,000	Ordinary shares	£1	<u>40,000</u>	<u>40,000</u>

TOTAL COMPUTER SUPPORT LIMITED

Notes to the Abbreviated Accounts
for the Year Ended 31 December 2003

4. RELATED PARTY DISCLOSURES

The company is under the control of C R Swain and C D Larking.

The following material related party transactions took place during the year:-

1.Executive Retirement Plan with Allied Dunbar Assurance plc.

a) Loan Interest paid to Allied Dunbar in 2003 £3309 (£3220 - 2002)

b) The loan outstanding as at 31st December 2003 to Allied Dunbar was £50,000 (£50,000 - 2002).

2. Total Computer Support (Contrax) Ltd

a) An overheads charge levied of £ nil (£100- 2002)

b) The balance outstanding from Total Computer Support (Contrax) Ltd as at 31st December 2003 was £49133 (£46607 - 2002).

3. C R Swain - Director

a) Rent of £30,000 (£30,000 - 2002) was paid to C R Swain who owns the Freehold of the premises used by the company.

b) C R Swain personally guarantees the Bank Overdraft and a charge is held over the freehold premises leased to the company.

4. C D Larking - Director

a) Mileage allowance totalling £3818 was paid to director at agreed Inland Revenue rates.

b) Made a Loan to the Company in August 2003 of £12000 and which the Company repaid in full in October 2003

5.4 Front Technology Limited

Sales were made to 4 Front Technology Limited at trade prices totalling £381027.