

Company Registration No. 2666821 (England and Wales)

**DATA SHREDDING SERVICES LIMITED**

**REPORT AND ACCOUNTS**

**YEAR ENDED 31 MARCH 2002**



# **DATA SHREDDING SERVICES LIMITED**

## **COMPANY INFORMATION**

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|                          |                                                                                  |
|--------------------------|----------------------------------------------------------------------------------|
| <b>Directors</b>         | N Barham<br>A Van De Pas                                                         |
| <b>Secretary</b>         | A Van De Pas                                                                     |
| <b>Company number</b>    | 2666821                                                                          |
| <b>Registered office</b> | 30-32 Gildredge Road<br>Eastbourne<br>East Sussex<br>BN21 4SH                    |
| <b>Accountants</b>       | Price & Company<br>30-32 Gildredge Road<br>Eastbourne<br>East Sussex<br>BN21 4SH |
| <b>Business address</b>  | 8 Dale Court<br>30 Silverdale Road<br>Eastbourne<br>East Sussex<br>BN20 7EU      |

# DATA SHREDDING SERVICES LIMITED

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# DATA SHREDDING SERVICES LIMITED

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2002

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The directors present their report and financial statements for the year ended 31 March 2002.

### Principal activities

The principal activity of the company continued to be that of the provision of specialist niche market waste management services - security shredding of confidential data and paper recycling. The company also manufactures animal bedding and package materials from recycled paper.

### Directors

The following directors have held office since 1 April 2001:

N Barham  
A Van De Pas

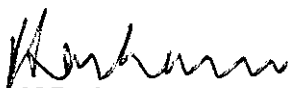
### Directors' interests

The directors' interests in the shares of the company were as stated below:

|              | Ordinary of £ 1 each |              |
|--------------|----------------------|--------------|
|              | 31 March 2002        | 1 April 2001 |
| N Barham     | 5,000                | 5,000        |
| A Van De Pas | 5,000                | 5,000        |

This report has 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



N Barham

Director

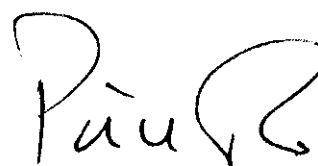
28 November 2002

**DATA SHREDDING SERVICES LIMITED**

**ACCOUNTANTS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2002**

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In accordance with your instructions and in order to assist you to fulfil your statutory responsibilities, we have compiled the unaudited accounts set out on pages 3 to 8 from the accounting records and information and explanations supplied to us.



**Price & Company**  
Chartered Accountants

Eastbourne  
28 November 2002

**DATA SHREDDING SERVICES LIMITED****PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2002**

|                                               | Notes | 2002<br>£ | 2001<br>£ |
|-----------------------------------------------|-------|-----------|-----------|
| Turnover                                      |       | 51,983    | 63,539    |
| Cost of sales                                 |       | 3,659     | 4,736     |
| Gross profit                                  |       | 48,324    | 58,803    |
| Administrative expenses                       |       | 46,556    | 44,883    |
| Operating profit                              | 2     | 1,768     | 13,920    |
| Waiver of director's loan                     |       | 3,000     | -         |
| Interest payable and similar charges          |       | (955)     | (1,605)   |
| Profit on ordinary activities before taxation |       | 3,813     | 12,315    |
| Tax on profit on ordinary activities          | 3     | -         | -         |
| Profit on ordinary activities after taxation  | 9     | £3,813    | £12,315   |

# DATA SHREDDING SERVICES LIMITED

## BALANCE SHEET AS AT 31 MARCH 2002

|                                                                | Notes | 2002<br>£     | £              | 2001<br>£     | £               |
|----------------------------------------------------------------|-------|---------------|----------------|---------------|-----------------|
| <b>Fixed assets</b>                                            |       |               |                |               |                 |
| Tangible assets                                                | 4     |               | 12,611         |               | 14,971          |
| <b>Current assets</b>                                          |       |               |                |               |                 |
| Debtors                                                        | 5     | 5,670         |                | 8,563         |                 |
|                                                                |       | <u>5,670</u>  |                | <u>8,563</u>  |                 |
| <b>Creditors: amounts falling due within one year</b>          | 6     | <u>10,681</u> |                | <u>12,075</u> |                 |
| <b>Net current liabilities</b>                                 |       |               | (5,011)        |               | (3,512)         |
| <b>Total assets less current liabilities</b>                   |       |               | 7,600          |               | 11,459          |
| <b>Creditors: amounts falling due after more than one year</b> | 7     |               | 7,000          |               | 14,672          |
|                                                                |       |               | <u>£600</u>    |               | <u>(£3,213)</u> |
| <b>Capital and reserves</b>                                    |       |               |                |               |                 |
| Called up share capital                                        | 8     |               | 10,000         |               | 10,000          |
| Profit and loss account                                        | 9     |               | <u>(9,400)</u> |               | <u>(13,213)</u> |
| <b>Shareholders' funds</b>                                     |       |               | <u>£600</u>    |               | <u>(£3,213)</u> |

# DATA SHREDDING SERVICES LIMITED

## BALANCE SHEET AS AT 31 MARCH 2002

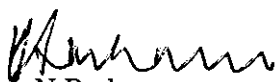
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In preparing these financial statements:

- (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.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board on 28 November 2002

  
N Barham

Director

28th November 2002

# DATA SHREDDING SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2002

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### 1 Accounting policies

#### 1.1 Accounting convention

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

#### 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 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:

|                     |                      |
|---------------------|----------------------|
| Plant and machinery | 15% reducing balance |
| Computer equipment  | 25% reducing balance |
| Motor vehicles      | 25% reducing balance |

| 2 Operating profit                         | 2002              | 2001              |
|--------------------------------------------|-------------------|-------------------|
|                                            | £                 | £                 |
| Operating profit is stated after charging: |                   |                   |
| Depreciation of tangible assets            | 2,948             | 3,605             |
| Directors' emoluments                      | 6,000             | 6,000             |
|                                            | <u>          </u> | <u>          </u> |

### 3 Taxation

On the basis of these financial statements no provision has been made for corporation tax.

# DATA SHREDDING SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2002

### 4 Tangible fixed assets

|                       | Plant and<br>machinery<br>£ | Computer<br>equipment<br>£ | Motor<br>vehicles<br>£ | Total<br>£ |
|-----------------------|-----------------------------|----------------------------|------------------------|------------|
| <b>Cost</b>           |                             |                            |                        |            |
| At 1 April 2001       | 29,072                      | 2,830                      | 22,000                 | 53,902     |
| Additions             | 588                         | -                          | -                      | 588        |
| At 31 March 2002      | 29,660                      | 2,830                      | 22,000                 | 54,490     |
| <b>Depreciation</b>   |                             |                            |                        |            |
| At 1 April 2001       | 20,250                      | 1,902                      | 16,779                 | 38,931     |
| Charge for the year   | 1,411                       | 232                        | 1,305                  | 2,948      |
| At 31 March 2002      | 21,661                      | 2,134                      | 18,084                 | 41,879     |
| <b>Net book value</b> |                             |                            |                        |            |
| At 31 March 2002      | £7,999                      | £696                       | £3,916                 | £12,611    |
| At 31 March 2001      | £8,822                      | £928                       | £5,221                 | £14,971    |

### 5 Debtors

|               | 2002<br>£ | 2001<br>£ |
|---------------|-----------|-----------|
| Trade debtors | 5,458     | 8,168     |
| Other debtors | 212       | 395       |
|               | £5,670    | £8,563    |

### 6 Creditors: amounts falling due within one year

|                              | 2002<br>£ | 2001<br>£ |
|------------------------------|-----------|-----------|
| Bank loans and overdrafts    | 6,828     | 7,027     |
| Trade creditors              | 1,238     | -         |
| Taxation and social security | 73        | 818       |
| Directors' current accounts  | 1,071     | 2,934     |
| Other creditors              | 1,471     | 1,296     |
|                              | £10,681   | £12,075   |

# DATA SHREDDING SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2002

|          |                                                                |                 |                                              |
|----------|----------------------------------------------------------------|-----------------|----------------------------------------------|
| <b>7</b> | <b>Creditors: amounts falling due after more than one year</b> | <b>2002</b>     | <b>2001</b>                                  |
|          |                                                                | <b>£</b>        | <b>£</b>                                     |
|          | Bank loans                                                     | -               | 2,672                                        |
|          | Directors' account                                             | 7,000           | 12,000                                       |
|          |                                                                | <u>£7,000</u>   | <u>£14,672</u>                               |
|          | <b>Analysis of loans</b>                                       |                 |                                              |
|          | Wholly repayable within five years                             | 2,393           | 5,566                                        |
|          | Included in current liabilities                                | (2,393)         | (2,894)                                      |
|          |                                                                | <u>-</u>        | <u>£2,672</u>                                |
| <b>8</b> | <b>Share capital</b>                                           | <b>2002</b>     | <b>2001</b>                                  |
|          |                                                                | <b>£</b>        | <b>£</b>                                     |
|          | <b>Authorised</b>                                              |                 |                                              |
|          | 100,000 Ordinary of £ 1 each                                   | <u>£100,000</u> | <u>£100,000</u>                              |
|          | <b>Allotted, called up and fully paid</b>                      |                 |                                              |
|          | 10,000 Ordinary of £ 1 each                                    | <u>£10,000</u>  | <u>£10,000</u>                               |
| <b>9</b> | <b>Statement of movements on profit and loss account</b>       |                 | <b>Profit and<br/>loss<br/>account<br/>£</b> |
|          | Balance at 1 April 2001                                        |                 | (13,213)                                     |
|          | Retained profit for the year                                   |                 | <u>3,813</u>                                 |
|          | Balance at 31 March 2002                                       |                 | <u>(£9,400)</u>                              |

## 10 Control

The company is controlled by N Barham and Ms A Van De Pas by virtue of the fact that they own 100% of the issued Ordinary share capital.