

Company number 3616607

MENTOR COMMUNICATIONS CONSULTANCY LIMITED
ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2003

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MENTOR COMMUNICATIONS CONSULTANCY LIMITED

ABBREVIATED BALANCE SHEET AS AT 31 DECEMBER 2003

		2003	2002
	Notes	£	£
FIXED ASSETS			
Tangible assets	1	8,714	8,615
CURRENT ASSETS			
Debtors		33,993	19,508
Cash at bank and in hand		11,462	23,581
		45,455	43,089
CREDITORS: Amounts falling due within one year		(49,364)	(45,870)
NET CURRENT LIABILITIES		(3,909)	(2,781)
Total assets less current liabilities		4,805	5,834
Provision for liabilities and charges		(1,100)	(850)
		<u>£ 3,705</u>	<u>£ 4,984</u>
CAPITAL AND RESERVES			
Called up share capital	2	100	100
Profit and loss account		3,605	4,884
		<u>£ 3,705</u>	<u>£ 4,984</u>

Abbreviated balance sheet is continued on page 2

MENTOR COMMUNICATIONS CONSULTANCY LIMITED

ABBREVIATED BALANCE SHEET AS AT 31 DECEMBER 2003

Continued from page 1

These annual accounts have not been audited because the company is entitled to the exemption provided by s249A(1) Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the period in accordance with s249B(2).

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with s221 Companies Act 1985. The directors also acknowledge their responsibilities for 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 s226 Companies Act 1985, and which otherwise comply with the requirements of that Act relating to accounts, so far as applicable to the company.

These abbreviated accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

Signed on behalf of the Board on 10 March 2004

A handwritten signature in black ink, appearing to read 'D M Carter', with a stylized flourish at the end.

D M Carter
Director

MENTOR COMMUNICATIONS CONSULTANCY LIMITED

STATEMENT OF ACCOUNTING POLICIES

Convention

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

Turnover

Turnover is the total amount receivable by the company in the ordinary course of business with outside customers, for goods supplied as a principal and for services provided, excluding VAT.

Where invoices are issued in advance of a future training event, then this income is deferred until the date that training is provided.

Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of tangible fixed assets over their expected useful lives.

The bases and rates applicable are as follows:

Equipment	20% Reducing balance
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Deferred taxation

Deferred tax is provided on the liability method to take account of timing differences between the treatment of certain items for accounts purposes and their treatment for tax purposes. Tax deferred is accounted for in respect of all material timing differences. The company has not adopted a policy of discounting deferred tax assets and liabilities.

Pension costs

Contributions payable to the company's defined contribution pension schemes are charged to profit and loss account in the period to which they relate.

MENTOR COMMUNICATIONS CONSULTANCY LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS AS AT 31 DECEMBER 2003

1. Tangible fixed assets

	Equipment
	£
COST	
At 1 January 2003	16,089
Additions	2,276

At 31 December 2003	18,365

DEPRECIATION	
At 1 January 2003	7,474
Charge for year	2,177

At 31 December 2003	9,651

NET BOOK VALUE	
At 31 December 2002	£ 8,615
	=====
At 31 December 2003	£ 8,714
	=====

2. Called up share capital

	2003	2002
	£	£
Ordinary shares of £1 each:		
Authorised	£ 1,000	£ 1,000
	=====	=====
Allotted, issued and fully paid	£ 100	£ 100
	=====	=====