

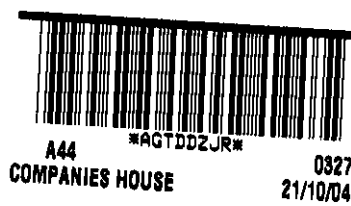
REGISTERED NUMBER: 4017708 (England and Wales)

UNAUDITED ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2004

FOR

GALAXY PERSONNEL LIMITED



GALAXY PERSONNEL LIMITED

CONTENTS OF THE ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2004

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|                                   | Page |
|-----------------------------------|------|
| Company Information               | 1    |
| Abbreviated Balance Sheet         | 2    |
| Notes to the Abbreviated Accounts | 3    |
| Chartered Accountants' Report     | 5    |

**GALAXY PERSONNEL LIMITED**

**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 31 MARCH 2004**

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**DIRECTOR:** P S Blackmur

**SECRETARY:** Mrs J Clitheroe

**REGISTERED OFFICE:** 11 London Street  
Swaffham  
Norfolk  
PE37 7BW

**REGISTERED NUMBER:** 4017708 (England and Wales)

**ACCOUNTANTS:** Walter Wright  
Chartered Accountants  
89 High Street  
Hadleigh  
Ipswich  
Suffolk  
IP7 5EA

**GALAXY PERSONNEL LIMITED****ABBREVIATED BALANCE SHEET**  
**31 MARCH 2004**

|                                               | Notes | £       | 2004 | £        | £       | 2003 | £        |
|-----------------------------------------------|-------|---------|------|----------|---------|------|----------|
| <b>FIXED ASSETS</b>                           |       |         |      |          |         |      |          |
| Tangible assets                               | 2     |         |      | 49,197   |         |      | 13,699   |
| <b>CURRENT ASSETS</b>                         |       |         |      |          |         |      |          |
| Debtors                                       |       | 471,562 |      |          | 252,595 |      |          |
| Cash in hand                                  |       | 361     |      |          | 53      |      |          |
|                                               |       | 471,923 |      |          | 252,648 |      |          |
| <b>CREDITORS</b>                              |       |         |      |          |         |      |          |
| Amounts falling due within one year           | 3     | 517,550 |      |          | 285,768 |      |          |
| <b>NET CURRENT LIABILITIES</b>                |       |         |      | (45,627) |         |      | (33,120) |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>  |       |         |      | 3,570    |         |      | (19,421) |
| <b>PROVISIONS FOR LIABILITIES AND CHARGES</b> |       |         |      | 1,528    |         |      | -        |
|                                               |       |         |      | 2,042    |         |      | (19,421) |
| <b>CAPITAL AND RESERVES</b>                   |       |         |      |          |         |      |          |
| Called up share capital                       | 4     |         |      | 2        |         |      | 2        |
| Profit and loss account                       |       |         |      | 2,040    |         |      | (19,423) |
| <b>SHAREHOLDERS' FUNDS</b>                    |       |         |      | 2,042    |         |      | (19,421) |

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2004.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2004 in accordance with Section 249B(2) of the Companies Act 1985.

The director acknowledges his responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

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:**



P S Blackmur - Director

Approved by the Board on 5/10/2004

The notes form part of these abbreviated accounts

**GALAXY PERSONNEL LIMITED**

**NOTES TO THE ABBREVIATED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**

**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.

Plant and machinery etc                      - 25% on reducing balance

**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**

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.

**2. TANGIBLE FIXED ASSETS**

|                        | Total<br>£ |
|------------------------|------------|
| <b>COST</b>            |            |
| At 1 April 2003        | 18,266     |
| Additions              | 70,477     |
| Disposals              | (19,778)   |
| At 31 March 2004       | 68,965     |
| <b>DEPRECIATION</b>    |            |
| At 1 April 2003        | 4,567      |
| Charge for year        | 20,789     |
| Eliminated on disposal | (5,588)    |
| At 31 March 2004       | 19,768     |
| <b>NET BOOK VALUE</b>  |            |
| At 31 March 2004       | 49,197     |
| At 31 March 2003       | 13,699     |

**3. CREDITORS**

The following secured debts are included within creditors:

|                | 2004<br>£ | 2003<br>£ |
|----------------|-----------|-----------|
| Bank overdraft | 400,000   | 192,085   |

GALAXY PERSONNEL LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 31 MARCH 2004

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4. CALLED UP SHARE CAPITAL

|                      |               |                   |                   |                   |
|----------------------|---------------|-------------------|-------------------|-------------------|
| Authorised:          |               | Nominal<br>value: | 2004<br>£         | 2003<br>£         |
| Number:              | Class:        |                   |                   |                   |
| 1,000                | Ordinary      | £1                | 1,000             | 1,000             |
|                      |               |                   | <u>          </u> | <u>          </u> |
| Allotted and issued: |               | Nominal<br>value: | 2004<br>£         | 2003<br>£         |
| Number:              | Class:        |                   |                   |                   |
| 2                    | Share capital | £1                | 2                 | 2                 |
|                      |               |                   | <u>          </u> | <u>          </u> |

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS**  
**ON THE UNAUDITED FINANCIAL STATEMENTS OF**  
**GALAXY PERSONNEL LIMITED**

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The following reproduces the text of the report prepared for the director in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to four) have been prepared.

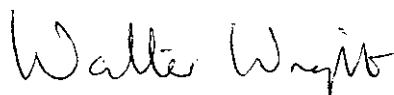
In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the company for the year ended 31 March 2004 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this 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 Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the Balance Sheet for the year ended 31 March 2004 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information or explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



Walter Wright  
Chartered Accountants  
89 High Street  
Hadleigh  
Ipswich  
Suffolk  
IP7 5EA

Date: .....13/10/2004.....