

Registration number 4338607

Capital Cleaning & Support Services Limited

Director's report and financial statements

for the year ended 31 December 2003



Capital Cleaning & Support Services Limited

Company information

Director	D Novell
Secretary	D Sidey
Company number	4338607
Registered office	16 South End Croydon Surrey CR0 1DN
Accountants	Graham Cohen & Co Limited 16 South End Croydon Surrey CR0 1DN

Capital Cleaning & Support Services Limited

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Capital Cleaning & Support Services Limited

Director's report for the year ended 31 December 2003

The director presents his report and the financial statements for the year ended 31 December 2003.

Principal activity

The principal activity of the company was that of commercial cleaning.

Director and his interest

The director who served during the year and his interest in the company are as stated below:

	Ordinary £1 shares	
	31/12/03	01/01/03
D Novell	500	500

Director's responsibilities

Company law requires the director to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that year. In preparing these the director is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable him to ensure that the financial statements comply with the Companies Act 1985. He is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the Board on 20/10/04 and signed on its behalf by

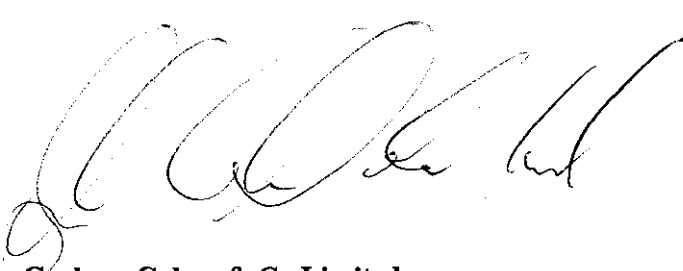


D Novell
Director

Capital Cleaning & Support Services Limited

**Accountants' report on the unaudited financial statements to the director of
Capital Cleaning & Support Services Limited**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 December 2003 set out on pages 3 to 8 and you consider that the company is exempt from an audit. In accordance with your instructions we have compiled these unaudited financial statements, in order to assist you to fulfil your statutory responsibilities, from the accounting records and information supplied to us.



Graham Cohen & Co Limited
Accountants
16 South End
Croydon
Surrey

CR0 1DN

Date: 26-10-2004

Capital Cleaning & Support Services Limited

**Profit and loss account
for the year ended 31 December 2003**

		Year ended 31/12/03	Period ended 31/12/02
	Notes	£	£
Turnover	2	37,986	37,409
Cost of sales		(6,502)	(3,839)
Gross profit		31,484	33,570
Administrative expenses		(27,847)	(28,627)
Operating profit	3	3,637	4,943
Other interest receivable and similar income		13	-
Interest payable and similar charges		(422)	-
Profit on ordinary activities before taxation		3,228	4,943
Tax on profit on ordinary activities	5	(48)	(109)
Profit on ordinary activities after taxation		3,180	4,834
Dividends		(4,810)	(3,200)
(Loss)/retained profit for the year		(1,630)	1,634
Retained profit brought forward		1,634	-
Retained profit carried forward		4	1,634

The notes on pages 6 to 8 form an integral part of these financial statements.

Capital Cleaning & Support Services Limited

Balance sheet as at 31 December 2003

		31/12/03		31/12/02	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		4,350		-
Current assets					
Stocks		1,850		1,850	
Debtors	7	8,449		1,632	
Cash at bank and in hand		1,004		693	
		<u>11,303</u>		<u>4,175</u>	
Creditors: amounts falling due within one year	8	<u>(14,649)</u>		<u>(1,541)</u>	
Net current (liabilities)/assets			(3,346)		2,634
Net assets			<u>1,004</u>		<u>2,634</u>
Capital and reserves					
Called up share capital	9		1,000		1,000
Profit and loss account			4		1,634
Shareholders' funds			<u>1,004</u>		<u>2,634</u>

The director's statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 6 to 8 form an integral part of these financial statements.

Capital Cleaning & Support Services Limited

Balance sheet (continued)

**Director's statements required by Section 249B(4)
for the year ended 31 December 2003**

In approving these financial statements as director of the company I hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 31 December 2003 and

(c) that I acknowledge my responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 221, and

(2) preparing financial statements 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 year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Board on 26/10/04 and signed on its behalf by



**D Novell
Director**

The notes on pages 6 to 8 form an integral part of these financial statements.

Capital Cleaning & Support Services Limited

Notes to the financial statements for the year ended 31 December 2003

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 the total invoice value, excluding value added tax, of sales made during the year.

1.3. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Motor vehicles - 25% reducing balance

1.4. Stock

Stock is valued at the lower of cost and net realisable value.

2. Turnover

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the UK.

3. Operating profit

Operating profit is stated after charging:

Depreciation and other amounts written off tangible assets

Year ended	Period ended
31/12/03	31/12/02
£	£
1,450	-

4. Director's emoluments

	Year ended	Period ended
	31/12/03	31/12/02
	£	£
Remuneration and other benefits	14,208	14,615

Capital Cleaning & Support Services Limited

Notes to the financial statements for the year ended 31 December 2003

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5. Tax on profit on ordinary activities

	Year ended 31/12/03 £	Period ended 31/12/02 £
Analysis of charge in period		
Current tax		
UK corporation tax	-	109
Adjustments in respect of previous periods	48	-
	<u>48</u>	<u>109</u>

6. Tangible fixed assets

	Motor vehicles £	Total £
Cost		
Additions	5,800	5,800
At 31 December 2003	<u>5,800</u>	<u>5,800</u>
Depreciation		
Charge for the year	1,450	1,450
At 31 December 2003	<u>1,450</u>	<u>1,450</u>
Net book values		
At 31 December 2003	<u>4,350</u>	<u>4,350</u>

7. Debtors

	31/12/03 £	31/12/02 £
Trade debtors	<u>8,449</u>	<u>1,632</u>

Capital Cleaning & Support Services Limited

Notes to the financial statements for the year ended 31 December 2003

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8.	Creditors: amounts falling due within one year	31/12/03 £	31/12/02 £
	Other loans	5,202	-
	Trade creditors	733	-
	Corporation tax	-	109
	Other taxes and social security costs	1,869	957
	Director's account - D Novell	5,645	60
	Accruals and deferred income	1,200	415
		<u>14,649</u>	<u>1,541</u>
9.	Share capital	31/12/03 £	31/12/02 £
	Authorised		
	1,000 Ordinary shares of £1 each	<u>1,000</u>	<u>1,000</u>
	Allotted, called up and fully paid		
	1,000 Ordinary shares of £1 each	<u>1,000</u>	<u>1,000</u>
10.	Controlling interest		
	The ultimate controlling party is D Novell, director, by virtue of controlling the day to day running of the business.		