

Abbreviated Accounts
for the Period 13 September 2002 to 31 October 2003
for
One Step (Support) Limited



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One Step (Support) Limited

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for the Period 13 September 2002 to 31 October 2003

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One Step (Support) Limited

Company Information

for the Period 13 September 2002 to 31 October 2003

DIRECTORS:	Miss K J Garner Mrs C Costelloe
SECRETARY:	A Costelloe
REGISTERED OFFICE:	33-35 Station Road Henley-on-Thames Oxfordshire RG9 1AT
REGISTERED NUMBER:	4534652
AUDITORS:	King Hope & Co Chartered Accountants Registered Auditors 18 Scarborough Street Hartlepool TS24 7DA
BANKERS:	Barclays Bank PLC Harrow
SOLICITORS:	Howe Roche & Waller Mindenhall Court High Street Stevenage Hertfordshire SG1 3AY

Report of the Independent Auditors to
One Step (Support) Limited
Under Section 247B of the Companies Act 1985

We have examined the abbreviated accounts on pages three to five, together with the full financial statements of the company for the period ended 31 October 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

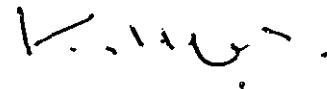
The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (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 three to five are properly prepared in accordance with those provisions.



King Hope & Co
Chartered Accountants
Registered Auditors
18 Scarborough Street
Hartlepool
TS24 7DA

16 August 2004

One Step (Support) Limited

Abbreviated Balance Sheet
31 October 2003

	Notes	£	£
FIXED ASSETS:			
Intangible assets	2		1,377,500
Tangible assets	3		127,273
			1,504,773
CURRENT ASSETS:			
Debtors		389,856	
Cash at bank and in hand		82,534	
		472,390	
CREDITORS: Amounts falling due within one year		1,593,391	
NET CURRENT LIABILITIES:			(1,121,001)
TOTAL ASSETS LESS CURRENT LIABILITIES:			383,772
PROVISIONS FOR LIABILITIES AND CHARGES:			1,813
			£381,959
CAPITAL AND RESERVES:			
Called up share capital	4		100
Profit and loss account			381,859
SHAREHOLDERS' FUNDS:			£381,959

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:



Miss K J Garner - Director

Approved by the Board on 16 August 2004

The notes form part of these abbreviated accounts

One Step (Support) Limited

Notes to the Abbreviated Accounts
for the Period 13 September 2002 to 31 October 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 provision of services, excluding value added tax.

Goodwill

Goodwill, being the amount paid in connection with the acquisition of a business in 2002, is being written off evenly over its estimated useful life of twenty years.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 4% on cost
Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 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.

Pensions

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

Property leases

Lease payments on properties are charged to the Profit and Loss account in the period to which they relate

2. INTANGIBLE FIXED ASSETS

	Total
	£
COST:	
Additions	1,450,000
At 31 October 2003	1,450,000
AMORTISATION:	
Charge for period	72,500
At 31 October 2003	72,500
NET BOOK VALUE:	
At 31 October 2003	1,377,500

One Step (Support) Limited

Notes to the Abbreviated Accounts
for the Period 13 September 2002 to 31 October 2003

3. **TANGIBLE FIXED ASSETS**

	Total
	£
COST:	
Additions	151,075
At 31 October 2003	151,075
DEPRECIATION:	
Charge for period	23,802
At 31 October 2003	23,802
NET BOOK VALUE:	
At 31 October 2003	127,273

4. **CALLED UP SHARE CAPITAL**

Authorised, allotted, issued and fully paid:

Number:	Class:	Nominal value:	£
100	Ordinary	£1	100

5. **RELATED PARTY DISCLOSURES**

The company is controlled by Miss K J Garner and Mrs C. Costelloe (both directors) by virtue of their holding of 50% each of the issued share capital.

During the year the company leased properties owned by related parties as follows:- (These are considered to be open market rates.)

	£	
D Garner	101,400	(Father of Miss K J Garner)
Miss K J Garner	95,400	(Director)
A Costelloe	6,750	(Brother-in-law of Mrs C Costelloe)

During the year the company purchased computer equipment from Adex International Ltd, a company owned by M and Mrs C Costelloe, at market cost of £16,791. That company also charged £11,750 for the use of its employees.

During the year an amount of £24,700 was paid to M Costelloe (the spouse of Mrs C Costelloe), in the form of interest in lieu of rent. This was charged at 1.75% over base rate on an amount provided privately to the company directors and represents a reasonable market rent.

Creditors due within one year include a loan balance of £510,443 due to M. Costelloe (the spouse of Mrs C Costelloe) and £538,165 due to Miss K J Garner (director) The loans are interest free and there are no fixed terms of repayment.

On commencement of trade, the company purchased the goodwill and assets of an unincorporated business previously under the control of Miss K J Garner (director) at a cost of £1,500,000. This was considered to be open market value.