

Abbreviated Accounts for the Year Ended 31 October 2004

for

One Step (Support) Limited



One Step (Support) Limited

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for the Year Ended 31 October 2004

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One Step (Support) Limited
Company Information
for the Year Ended 31 October 2004

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:	NatWest London Corporate Service Centre PO Box 39952 2 Devonshire Square London EC2M 4XJ
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 six, together with the full financial statements of the company for the year ended 31 October 2004 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

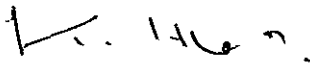
The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and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



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

20 September 2005

One Step (Support) Limited

Abbreviated Balance Sheet

31 October 2004

		<u>31.10.04</u>		<u>31.10.03</u>	
	Notes	£	£	£	£
FIXED ASSETS:					
Intangible assets	2		1,305,000		1,377,500
Tangible assets	3		155,894		127,273
			<u>1,460,894</u>		<u>1,504,773</u>
CURRENT ASSETS:					
Debtors		938,505		389,856	
Cash at bank and in hand		384,465		82,534	
		<u>1,322,970</u>		<u>472,390</u>	
CREDITORS: Amounts falling due within one year		2,166,780		1,593,391	
NET CURRENT LIABILITIES:			<u>(843,810)</u>		<u>(1,121,001)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			617,084		383,772
PROVISIONS FOR LIABILITIES AND CHARGES:			6,430		1,813
			<u>£610,654</u>		<u>£381,959</u>
CAPITAL AND RESERVES:					
Called up share capital	4		100		100
Profit and loss account			610,554		381,859
SHAREHOLDERS' FUNDS:			<u>£610,654</u>		<u>£381,959</u>

These abbreviated accounts 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).

ON BEHALF OF THE BOARD:



Miss K J Garner - Director

Approved by the Board on 20 September 2005

The notes form part of these abbreviated accounts

Notes to the Abbreviated Accounts
for the Year Ended 31 October 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 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 year 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:	
At 1 November 2003	
and 31 October 2004	1,450,000
AMORTISATION:	
At 1 November 2003	72,500
Charge for year	72,500
At 31 October 2004	145,000
NET BOOK VALUE:	
At 31 October 2004	1,305,000
At 31 October 2003	1,377,500

One Step (Support) Limited

Notes to the Abbreviated Accounts
for the Year Ended 31 October 2004

3. **TANGIBLE FIXED ASSETS**

	Total
	£
COST:	
At 1 November 2003	151,075
Additions	54,816
At 31 October 2004	205,891
DEPRECIATION:	
At 1 November 2003	23,802
Charge for year	26,195
At 31 October 2004	49,997
NET BOOK VALUE:	
At 31 October 2004	155,894
At 31 October 2003	127,273

4. **CALLED UP SHARE CAPITAL**

Authorised, allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.10.04	31.10.03
			£	£
100	Ordinary	£1	100	100

Notes to the Abbreviated Accounts
for the Year Ended 31 October 2004

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.)

	£	
Parents of Miss K J Garner	67,200	
Miss K J Garner	95,400	(Director)
Miss K J Garner & Mrs C Costelloe	18,283	(Directors)
M Costelloe	4,550	(Spouse of Mrs C Costelloe)
A Costelloe	8,250	(Brother in law of Mrs C Costelloe)
Adex International Ltd	5,228	Company owned by M and Mrs C Costelloe,

During the year the company purchased the following goods and services from Adex International Ltd, a company owned by M and Mrs C Costelloe, all at market cost.

	£
Accountancy	3,483
Consultancy	8,325
Computer software	499
Telephone charges	3,679
Rent	5,228
Bank charges	4,465

Creditors at the year end include £12,073 in respect of Adex International Ltd (2003 - £24,411)

During the year an amount of £11,768 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. (2003 - £24,700)

During the year a vehicle was bought from an employee for £1,500 on an arms length basis. This is considered to be market value.

Creditors due within one year include a loan balance of £517,463 (2003 - £510,443) due to M. Costelloe (the spouse of Mrs C Costelloe) and £543,615 (2003 - £538,165) due to Miss K J Garner (director) The loans are interest free and there are no fixed terms of repayment.