

Abbreviated Financial Statements

for the year ended 31 December 2001

for

Docmate Services Limited



SCT SYFE5AUS
COMPANIES HOUSE

0618
16/05/02

Docmate Services Limited

Contents of the Abbreviated Financial Statements
for the year ended 31 December 2001

	Page
Company Information	1
Abbreviated Balance Sheet	2
Notes to the Abbreviated Financial Statements	4

Docmate Services Limited

Company Information
for the year ended 31 December 2001

DIRECTORS:

C R Knowles
J Knowles

SECRETARY:

C R Knowles

REGISTERED OFFICE:

15 Millside Road
Peterculter
AB14 0WE

REGISTERED NUMBER:

200921 (Scotland)

ACCOUNTANTS:

Grampian Business Bureau
5 Cults Business Park
Station Road
Cults
ABERDEEN
AB15 9PE

Docmate Services Limited

Abbreviated Balance Sheet

31 December 2001

		31.12.01		31.12.00	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		893		-
CURRENT ASSETS:					
Debtors		8,123		7,656	
Cash at bank		5,346		3,992	
		13,469		11,648	
CREDITORS: Amounts falling due within one year		5,942		11,601	
NET CURRENT ASSETS:			7,527		47
TOTAL ASSETS LESS CURRENT LIABILITIES:			£8,420		£47
CAPITAL AND RESERVES:					
Called up share capital	3		100		100
Profit and loss account			8,320		(53)
SHAREHOLDERS' FUNDS:			£8,420		£47

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 December 2001.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2001 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their 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.

The notes form part of these financial statements

Docmate Services Limited

Abbreviated Balance Sheet
31 December 2001

These abbreviated financial statements 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:



- DIRECTOR

Approved by the Board on 26th April 2002

Notes to the Abbreviated Financial Statements
for the year ended 31 December 2001

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 March 2000).

Turnover

Turnover represents net invoiced sales of services, 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.

Computer equipment - 20% on cost

Deferred taxation

Provision is made at current rates for taxation deferred in respect of all material timing differences except to the extent that, in the opinion of the directors, there is reasonable probability that the liability will not arise in the foreseeable future.

2. **TANGIBLE FIXED ASSETS**

	Total
	£
COST:	
Additions	1,116
At 31 December 2001	1,116
DEPRECIATION:	
Charge for year	223
At 31 December 2001	223
NET BOOK VALUE:	
At 31 December 2001	893

Docmate Services Limited

Notes to the Abbreviated Financial Statements
for the year ended 31 December 2001

3. **CALLED UP SHARE CAPITAL**

Authorised:

Number:	Class:	Nominal value:	31.12.01 £	31.12.00 £
1,000	Ordinary Shares	£1	1,000	100
(31.12.00 - 100)			<u> </u>	<u> </u>

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.12.01 £	31.12.00 £
100	Ordinary Shares	£1	100	100
			<u> </u>	<u> </u>