

Abbreviated Financial Statements
for the year ended 31 December 2002

for

Docmate Services Limited



SCT SJL13NUH 0782
COMPANIES HOUSE 27/08/03

Docmate Services Limited

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for the year ended 31 December 2002

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Docmate Services Limited
Company Information
for the year ended 31 December 2002

DIRECTORS: C R Knowles
J Knowles

SECRETARY: C R Knowles

REGISTERED OFFICE: 15 Millside Road
Peterculter
Aberdeenshire
AB14 0WE

REGISTERED NUMBER: 200921 (Scotland)

ACCOUNTANTS: Grampian Accounting
4 Albert Street
Aberdeen
Grampian
AB25 1XQ

Docmate Services Limited

Abbreviated Balance Sheet

31 December 2002

		<u>31.12.02</u>		<u>31.12.01</u>	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		1,540		893
CURRENT ASSETS:					
Debtors		7,995		3,488	
Cash at bank		4,563		5,346	
		<u>12,558</u>		<u>8,834</u>	
CREDITORS: Amounts falling due within one year		<u>8,859</u>		<u>1,307</u>	
NET CURRENT ASSETS:			<u>3,699</u>		<u>7,527</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u><u>£5,239</u></u>		<u><u>£8,420</u></u>
CAPITAL AND RESERVES:					
Called up share capital	3		100		100
Profit and loss account			5,139		8,320
SHAREHOLDERS' FUNDS:			<u><u>£5,239</u></u>		<u><u>£8,420</u></u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 December 2002.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2002 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.

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:



C R Knowles - DIRECTOR

Approved by the Board on23/5/03

The notes form part of these financial statements

Docmate Services Limited

Notes to the Abbreviated Financial Statements
for the year ended 31 December 2002

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 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.

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.

2. **TANGIBLE FIXED ASSETS**

	Total
	<u>£</u>
COST:	
At 1 January 2002	1,116
Additions	<u>1,089</u>
At 31 December 2002	<u>2,205</u>
DEPRECIATION:	
At 1 January 2002	223
Charge for year	<u>442</u>
At 31 December 2002	<u>665</u>
NET BOOK VALUE:	
At 31 December 2002	<u><u>1,540</u></u>
At 31 December 2001	<u><u>893</u></u>

3. **CALLED UP SHARE CAPITAL**

Authorised:				
Number:	Class:	Nominal	31.12.02	31.12.01
		value:	£	£
1,000	Ordinary	£1	<u>1,000</u>	<u>1,000</u>
Allotted, issued and fully paid:				
Number:	Class:	Nominal	31.12.02	31.12.01
		value:	£	£
100	Ordinary	£1	<u>100</u>	<u>100</u>