

Abbreviated Accounts
for the year ended 31 December 2003
for
Docmate Services Limited



Docmate Services Limited

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for the year ended 31 December 2003

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Docmate Services Limited

Company Information
for the year ended 31 December 2003

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 2003

		31.12.03		31.12.02	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		2,659		1,540
CURRENT ASSETS:					
Debtors		2,879		7,995	
Cash at bank		4,071		4,563	
		6,950		12,558	
CREDITORS: Amounts falling due within one year		7,380		8,859	
NET CURRENT (LIABILITIES)/ASSETS:			(430)		3,699
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£2,229</u>		<u>£5,239</u>
CAPITAL AND RESERVES:					
Called up share capital	3		100		100
Profit and loss account			2,129		5,139
SHAREHOLDERS' FUNDS:			<u>£2,229</u>		<u>£5,239</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 December 2003.

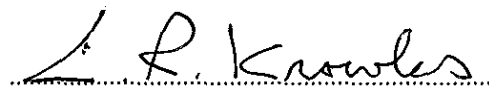
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2003 in accordance with Section 249B(2) of the Companies Act 1985.

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 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:



C R Knowles - Director

Approved by the Board on 10th May 2004

The notes form part of these financial statements

Docmate Services Limited

Notes to the Abbreviated Accounts
for the year ended 31 December 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 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 2003	2,205
Additions	1,951
	<u> </u>
At 31 December 2003	4,156
	<u> </u>
DEPRECIATION:	
At 1 January 2003	665
Charge for year	832
	<u> </u>
At 31 December 2003	1,497
	<u> </u>
NET BOOK VALUE:	
At 31 December 2003	2,659
	<u> </u>
At 31 December 2002	1,540
	<u> </u>

3. **CALLED UP SHARE CAPITAL**

Authorised:				
Number:	Class:	Nominal	31.12.03	31.12.02
		value:	£	£
1,000	Ordinary	£1	1,000	1,000
			<u> </u>	<u> </u>
Allotted, issued and fully paid:				
Number:	Class:	Nominal	31.12.03	31.12.02
		value:	£	£
100	Ordinary	£1	100	100
			<u> </u>	<u> </u>