

Unaudited Abbreviated Accounts
for the year ended 31 December 2004
for
Docmate Services Limited



Docmate Services Limited

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for the year ended 31 December 2004

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Docmate Services Limited

Company Information
for the year ended 31 December 2004

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
3 Prospect Place
Arnhall Business Park
Westhill
Aberdeenshire
AB32 6SY

Docmate Services Limited

Abbreviated Balance Sheet
31 December 2004

		<u>31.12.04</u>		<u>31.12.03</u>	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		2,110		2,659
CURRENT ASSETS:					
Debtors		2,550		2,879	
Cash at bank		2,496		4,071	
		<u>5,046</u>		<u>6,950</u>	
CREDITORS: Amounts falling due within one year		<u>8,296</u>		<u>7,380</u>	
NET CURRENT LIABILITIES:			<u>(3,250)</u>		<u>(430)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£(1,140)</u>		<u>£2,229</u>
CAPITAL AND RESERVES:					
Called up share capital	3		100		100
Profit and loss account			<u>(1,240)</u>		<u>2,129</u>
SHAREHOLDERS' FUNDS:			<u>£(1,140)</u>		<u>£2,229</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 December 2004.

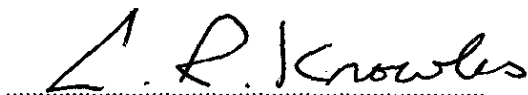
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2004 in accordance with Section 249B(2) of the Companies Act 1985.

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 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

ON BEHALF OF THE BOARD:



C R Knowles - Director

Approved by the Board on 6th June 2005

The notes form part of these abbreviated accounts

Docmate Services Limited

Notes to the Abbreviated Accounts
for the year ended 31 December 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 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
	£
COST:	
At 1 January 2004	4,155
Additions	353
At 31 December 2004	4,508
DEPRECIATION:	
At 1 January 2004	1,496
Charge for year	902
At 31 December 2004	2,398
NET BOOK VALUE:	
At 31 December 2004	2,110
At 31 December 2003	2,659

3. **CALLED UP SHARE CAPITAL**

Authorised:				
Number:	Class:	Nominal	31.12.04	31.12.03
		value:	£	£
1,000	Ordinary	£1	1,000	1,000
Allotted, issued and fully paid:				
Number:	Class:	Nominal	31.12.04	31.12.03
		value:	£	£
100	Ordinary	£1	100	100