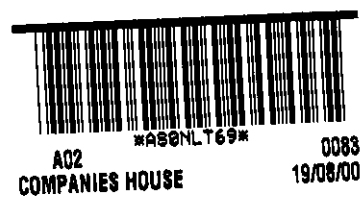


REGISTERED NUMBER: 1596771 (England and Wales)

Abbreviated Financial Statements for the Year Ended 31 March 2000

for

FOCUS OFFICE EQUIPMENT LIMITED



FOCUS OFFICE EQUIPMENT LIMITED

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FOCUS OFFICE EQUIPMENT LIMITED

**Company Information
for the Year Ended 31 March 2000**

DIRECTORS: D.M. Samuel
Mrs K.A. Samuel

SECRETARY: Mrs K.A. Samuel

REGISTERED OFFICE: Sherlock House
Bayswater Farm Road
Headington
Oxford
Oxfordshire
OX3 8BX

REGISTERED NUMBER: 1596771 (England and Wales)

ACCOUNTANTS: Colman Felton and Company
Chartered Accountants
8 St Mary's Street
Wallingford
Oxfordshire
OX10 0EL

FOCUS OFFICE EQUIPMENT LIMITED

Abbreviated Balance Sheet 31 March 2000

		31.3.00		31.3.99	
	Notes	£	£	£	£
FIXED ASSETS:					
Intangible assets	2		55,000		55,000
Tangible assets	3		63,962		47,920
			<u>118,962</u>		<u>102,920</u>
CURRENT ASSETS:					
Stocks		12,475		11,327	
Debtors		45,208		53,507	
Cash at bank		-		1,090	
		<u>57,683</u>		<u>65,924</u>	
CREDITORS: Amounts falling due within one year		<u>106,261</u>		<u>110,912</u>	
NET CURRENT LIABILITIES:			<u>(48,578)</u>		<u>(44,988)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			70,384		57,932
CREDITORS: Amounts falling due after more than one year			<u>31,037</u>		<u>20,334</u>
			<u>£39,347</u>		<u>£37,598</u>
CAPITAL AND RESERVES:					
Called up share capital	4		5,004		5,004
Profit and loss account			34,343		32,594
SHAREHOLDERS' FUNDS:			<u>£39,347</u>		<u>£37,598</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ending 31 March 2000.

No notice has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its financial statements for the financial year.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) 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.

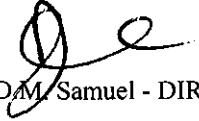
The notes form part of these financial statements

FOCUS OFFICE EQUIPMENT LIMITED

**Abbreviated Balance Sheet
31 March 2000**

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:



D.M. Samuel - DIRECTOR

Approved by the Board on 20 July 2000

The notes form part of these financial statements

FOCUS OFFICE EQUIPMENT LIMITED

Notes to the Abbreviated Financial Statements for the Year Ended 31 March 2000

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 goods, excluding value added tax.

Goodwill

Goodwill, being the amount paid in connection with the acquisition of a business in 0, is being written off evenly over its estimated useful life of nil years.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 20% on cost
Computer equipment	- 50% on cost

Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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. INTANGIBLE FIXED ASSETS

	Total
	£
COST:	
At 1 April 1999	
and 31 March 2000	55,000
NET BOOK VALUE:	
At 31 March 2000	55,000
At 31 March 1999	55,000

FOCUS OFFICE EQUIPMENT LIMITED

Notes to the Abbreviated Financial Statements for the Year Ended 31 March 2000

3. TANGIBLE FIXED ASSETS

	Total
	£
COST:	
At 1 April 1999	114,296
Additions	40,389
Disposals	<u>(19,424)</u>
At 31 March 2000	<u>135,261</u>
DEPRECIATION:	
At 1 April 1999	66,378
Charge for year	14,726
Eliminated on disposals	<u>(9,805)</u>
At 31 March 2000	<u>71,299</u>
NET BOOK VALUE:	
At 31 March 2000	<u>63,962</u>
At 31 March 1999	<u>47,920</u>

4. CALLED UP SHARE CAPITAL

Authorised:				
Number:	Class:	Nominal value:	31.3.00	31.3.99
			£	£
6,000	Ordinary	£1	<u>6,000</u>	<u>6,000</u>
Allotted, issued and fully paid:				
Number:	Class:	Nominal value:	31.3.00	31.3.99
			£	£
5,004	Ordinary	£1	<u>5,004</u>	<u>5,004</u>