# ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2004

#A36 0525
COMPANIES HOUSE 01/10/04

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## INDEPENDENT AUDITORS' REPORT TO ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED UNDER SECTION 247B OF THE COMPANIES ACT 1985

We have examined the abbreviated accounts set out on pages 2 to 4, together with the financial statements of the company for the year ended 31 January 2004 prepared under section 226 of the Companies Act 1985.

This report is made solely to the company's members, as a body, in accordance with Section 247B of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated accounts in accordance with section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Act to the Registrar of Companies and whether the accounts to be delivered are properly prepared in accordance with those provisions and to report our opinion to you.

#### Basis of audit opinion

We have carried out the procedures we considered necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the financial statements.

#### Opinion

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with sections 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts on pages 2 to 4 are properly prepared in accordance with those provisions.

Timm Kess

Pinkney Keith Gibbs

Chartered Accountants
Registered Auditor

35-37 Belmont Road

Uxbridge

Middlesex

UB8 1RH

29 September 2004

## ABBREVIATED BALANCE SHEET AS AT 31 JANUARY 2004

|  |       | 20        | 04                                      | 20        | 103       |
|--|-------|-----------|---|-----------|-----------|
|  | Notes | £         | £                                       | £         | £         |
| Fixed assets                           |       |           |   |           |           |
| Tangible assets                        | 2     |           | 489,718                                 |           | 550,285   |
| Current assets                         |       |           |   |           |           |
| Stocks                                 |       | 119,506   |   | 156,024   |           |
| Debtors                                |       | 296,039   |   | 338,285   |           |
| Cash at bank and in hand               |       | 178,260   |   | 219,465   |           |
|  |       | 593,805   |   | 713,774   |           |
| Creditors: amounts falling due within  |       |           |   |           |           |
| one year                               |       | (211,400) |   | (187,520) |           |
| Net current assets                     |       |           | 382,405                                 |           | 526,254   |
| Total assets less current liabilities  |       |           | 872,123                                 |           | 1,076,539 |
| Provisions for liabilities and charges |       |           | -                                       |           | (6,440)   |
|  |       |           | 872,123                                 |           | 1,070,099 |
|  |       |           |   |           |           |
| Capital and reserves                   |       |           |   |           |           |
| Called up share capital                | 3     |           | 2                                       |           | 2         |
| Profit and loss account                | J     |           | 872,121                                 |           | 1,070,097 |
| Shareholders' funds                    |       |           | 872,123                                 |           | 1,070,099 |
|  |       |           | ======================================= |           | ======    |

These abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board on 38 Septem bulooy

D.J. Fisher

Director

### NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2004

#### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) ("FRSSE").

#### 1.2 Turnover

Turnover represents net invoiced sales and charges receivable, excluding value added tax.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Building content of freehold property 4% on cost
Computers and software 33.33% on cost
Plant, furniture & equipment 15% on cost
Motor vehicle 25% on cost

#### 1.4 Stock and work in progress

Work in progress is valued at the lower of cost and net realisable value.

#### 1.5 Pensions

The company operates defined contribution pension schemes. The pension costs charged in the financial statements represent the contributions payable by the company during the year.

#### 1.6 Deferred taxation

Deferred tax is provided in full in respect of taxation deferred by timing differences between the treatment of certain items for taxation and accounting purposes. The deferred tax balance has not been discounted.

#### 1.7 Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to profit and loss account.

## NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2004

| 2 | Fixed assets                       |        | Tangible<br>assets                      |
|---|------------------------------------|--------|---|
|   |                                    |        | £                                       |
|   | Cost                               |        |   |
|   | At 1 February 2003                 |        | 1,222,327                               |
|   | Additions                          |        | 30,017                                  |
|   | Disposals                          |        | (33,804)                                |
|   | At 31 January 2004                 |        | 1,218,540                               |
|   | Depreciation                       |        | *************************************** |
|   | At 1 February 2003                 |        | 672,042                                 |
|   | On disposals                       |        | (33,804)                                |
|   | Charge for the year                |        | 90,584                                  |
|   | At 31 January 2004                 |        | 728,822                                 |
|   | Net book value                     |        | *                                       |
|   | At 31 January 2004                 |        | 489,718                                 |
|   | At 31 January 2003                 |        | 550,285                                 |
| 3 | Share capital                      | 2004   | 2003                                    |
|   | ·                                  | £      | £                                       |
|   | Authorised                         |        |   |
|   | 10,000 Ordinary shares of £1 each  | 10,000 | 10,000                                  |
|   |                                    |        |   |
|   | Allotted, called up and fully paid |        |   |
|   | 2 Ordinary shares of £1 each       | 2      | 2                                       |
|   | ,                                  |        |   |