

**FLEET CLAIMS ADMINISTRATION LIMITED  
ASTRAL HOUSE  
GRANVILLE WAY  
BICESTER  
OXON**

**COMPANY NUMBER:- 2171517**

**ABBREVIATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 1996**

**WELLERS  
ACCOUNTANTS  
8 KING EDWARD STREET  
OXFORD**



**REPORT OF THE AUDITOR TO FLEET CLAIMS ADMINISTRATION LIMITED**

**PURSUANT TO SECTION 247B OF THE COMPANIES ACT 1985**

We have examined the abbreviated accounts on pages 2 to 4 together with the financial statements of Fleet Claims Administration Limited prepared under Section 226 of the Companies Act 1985 for the year ended 31st December 1996.

**Respective responsibilities of the directors and auditors**

The directors are responsible for preparing the abbreviated accounts in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies. It is our responsibility to form an independent opinion as to the company's entitlement to deliver abbreviated accounts and whether the abbreviated accounts have been properly prepared in accordance with those provisions.

**Basis of opinion**


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

**Opinion**

In our opinion the company is entitled under sections 246 and 247 of the Companies Act 1985 to deliver abbreviated accounts prepared in accordance with the special provisions of Part VII of that Act, in respect of the year ended 31st December 1996 and the abbreviated accounts on pages 2 to 4 have been properly prepared in accordance with those provisions.



**WELLERS**  
**Accountants**  
**Registered Auditors**  
**8 King Edward Street**  
**Oxford**  
**OX1 4HL**

Signed.....  


Dated.....  
28/1/97

**FLEET CLAIMS ADMINISTRATION LIMITED**

**ABBREVIATED BALANCE SHEET**

**AS AT 31ST DECEMBER 1996**

		<b>1996</b>	<b>1995</b>
<b>FIXED ASSETS</b>			
Tangible assets	2	33,182	19,537
<b>CURRENT ASSETS</b>			
Debtors		67,935	24,763
Cash at bank and in hand		695,540	486,275
		<u>763,475</u>	<u>511,038</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due within one year		<u>(599,420)</u>	<u>(382,983)</u>
<b>NET CURRENT ASSETS</b>		<u>164,055</u>	<u>128,055</u>
<b>NET ASSETS</b>		<u>£ 197,237</u>	<u>£ 147,592</u>
<b>CAPITAL AND RESERVES</b>			
Share capital			
Authorised:10,000 ordinary shares of £1 each		<u>£ 10,000</u>	<u>£ 10,000</u>
Issued : 100 ordinary shares of £1 each fully paid		100	100
Profit and loss account		<u>197,137</u>	<u>147,492</u>
<b>SHAREHOLDERS' FUNDS</b>		<u>£ 197,237</u>	<u>£ 147,592</u>

The financial statements which have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies were approved by the Board on 25th June 1997 and signed on its behalf.

G R Moss



DIRECTOR

The notes on page 3 and 4 form part of these financial statements.

## **FLEET CLAIMS ADMINISTRATION LIMITED**

### **NOTES TO THE ACCOUNTS**

#### **1. ACCOUNTING POLICIES**

##### **1.1 Basis of Preparation of Financial Statements**

The financial statements have been prepared under the historical cost convention and include the results of the company's operations which are described in the Directors' Report and all of which are continuing.

The company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

##### **1.2 Depreciation of Tangible Assets**

Depreciation is calculated to write off the cost of the fixed assets over their expected useful lives. The annual rates and basis for this purpose are set out below :-

Fixtures and fittings	50% reducing balance
Computer equipment	50% reducing balance
Motor vehicles	20% reducing balance

##### **1.3 Deferred taxation**

Provision is made for timing differences between the treatment of certain items for taxation and accounting purposes, except that no provision is made where it can be reasonably foreseen that such deferred taxation will not be payable in the future.

##### **1.4 Turnover**

This represents the invoiced amounts of services provided, net of value added tax.

##### **1.5 Contributions to Pension Funds**

The company operates a defined pension scheme, Fleet Claims Administration Limited Pension Scheme, and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**FLEET CLAIMS ADMINISTRATION LIMITED**

**NOTES TO THE ACCOUNTS**

**2. FIXED ASSETS**

Tangible assets

	<b>TOTAL</b>
<b>Cost</b>	
As at 1st January 1996	59,043
Additions	59,107
Disposals	<u>(41,846)</u>
As at 31st December 1996	<u>£ 76,304</u>
<b>Depreciation</b>	
As at 1st January 1996	39,506
Charge for the Year	6,016
Disposals	<u>(2,400)</u>
As at 31st December 1996	<u>£ 43,122</u>
<b>Net Book Value</b>	
As at 31st December 1995	<u>£ 19,537</u>
<b>Net Book Value</b>	
As at 31st December 1996	<u>£ 33,182</u>