

FLEET CLAIMS ADMINISTRATION LIMITED  
ASTRAL HOUSE  
GRANVILLE WAY  
BICESTER  
OXON

COMPANY NUMBER:- 2171517

ABBREVIATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 1999

WELLERS  
ACCOUNTANT  
8 KING EDWARD  
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 1999.

**Respective responsibilities of the directors and auditors**

The directors are responsible for preparing the abbreviated accounts in accordance with the 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 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 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.

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

Signed.....

Dated.....

AS AT 31ST DECEMBER 1999

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, and in accordance with the Financial Reporting Standard for Smaller Entities, were approved by the Board on 2nd May 2000 and signed on its behalf.

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.

#### **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 1999	93,382
Additions	53,885
Disposals	(85,295)
As at 31st December 1999	<u>£ 61,972</u>
<b>Depreciation</b>	
As at 1st January 1999	66,738
Charge for the Year	27,117
Disposals	(66,745)
As at 31st December 1999	<u>£ 27,110</u>
<b>Net Book Value</b>	
As at 31st December 1998	<u>£ 26,644</u>
<b>Net Book Value</b>	
As at 31st December 1999	<u>£ 34,862</u>