

**REGISTERED NUMBER: 02185570 (England and Wales)**

**Abbreviated Accounts**  
**for the Year Ended 31 December 2010**  
**for**  
**Business Forms Express Limited**

THURSDAY



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04/08/2011  
COMPANIES HOUSE

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for the Year Ended 31 December 2010**

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**Business Forms Express Limited**

**Company Information  
for the Year Ended 31 December 2010**

**DIRECTORS:**

C J Macey  
C H Roberts  
N H Burgess  
M J Macey  
A Sage

**SECRETARY:**

C H Roberts

**REGISTERED OFFICE:**

Torre Lea House  
33 The Avenue  
Yeovil  
Somerset  
BA21 4BN

**REGISTERED NUMBER:**

02185570 (England and Wales)

**AUDITORS:**

Ivan Rendall & Co (Statutory Auditors)  
Torre Lea House  
33 The Avenue  
Yeovil  
Somerset  
BA21 4BN

**BANKERS**

Barclays Bank Plc  
37 Milsom Street  
Bath  
BA1 1DN

**Report of the Independent Auditors to  
Business Forms Express Limited  
Under Section 449 of the Companies Act 2006**

We have examined the abbreviated accounts set out on pages three to five, together with the full financial statements of Business Forms Express Limited for the year ended 31 December 2010 prepared under Section 396 of the Companies Act 2006

This report is made solely to the company, in accordance with Section 449 of the Companies Act 2006. Our work has been undertaken so that we might state to the company those matters we are required to state to it in a special auditors' 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, for our 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 444 of the Companies Act 2006. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts to the Registrar of Companies and whether the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section and to report our opinion to you.

**Basis of opinion**

We conducted our work in accordance with Bulletin 2008/4 issued by the Auditing Practices Board. In accordance with that Bulletin we have carried out the procedures we consider 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.

**Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Section 444(3) of the Companies Act 2006, and the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section.



Mr Stephen Rendall (Senior Statutory Auditor)  
for and on behalf of Ivan Rendall & Co (Statutory Auditors)  
Torre Lea House  
33 The Avenue  
Yeovil  
Somerset  
BA21 4BN

Date 22.7.11

**Business Forms Express Limited (Registered number: 02185570)**

**Abbreviated Balance Sheet  
31 December 2010**

	Notes	2010 £	2009 £
<b>FIXED ASSETS</b>			
Intangible assets	2	9,600	-
Tangible assets	3	506,820	458,797
		<u>516,420</u>	<u>458,797</u>
<b>CURRENT ASSETS</b>			
Stocks		174,070	160,809
Debtors		1,061,102	836,036
Cash at bank and in hand		121,929	171,193
		<u>1,357,101</u>	<u>1,168,038</u>
<b>CREDITORS</b>			
Amounts falling due within one year		<u>1,013,236</u>	<u>861,749</u>
<b>NET CURRENT ASSETS</b>		<u>343,865</u>	<u>306,289</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>860,285</u>	<u>765,086</u>
<b>PROVISIONS FOR LIABILITIES</b>		<u>66,222</u>	<u>48,213</u>
<b>NET ASSETS</b>		<u><u>794,063</u></u>	<u><u>716,873</u></u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	4	84,080	85,710
Capital redemption reserve		20,370	18,740
Profit and loss account		689,613	612,423
<b>SHAREHOLDERS' FUNDS</b>		<u><u>794,063</u></u>	<u><u>716,873</u></u>

The abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

The financial statements were approved by the Board of Directors on  
behalf by

15/7/11

and were signed on its



C H Roberts - Director



N H Burgess - Director

The notes form part of these abbreviated accounts

**Notes to the Abbreviated Accounts  
for the Year Ended 31 December 2010**

**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 April 2008)

**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 2010, is being amortised evenly over its estimated useful life of five years

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life

Plant & Machinery	- 5%-50% on cost
Fixtures & Fittings	- 15%-50% on cost
Motor Vehicles	- 25% on cost
Computer Equipment	- 33% on cost

**Stocks**

Stocks and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate

**Operating lease agreements**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease

Notes to the Abbreviated Accounts - continued  
for the Year Ended 31 December 2010

2 INTANGIBLE FIXED ASSETS

	Total £
<b>COST</b>	
Additions	12,000
At 31 December 2010	<u>12,000</u>
<b>AMORTISATION</b>	
Charge for year	2,400
At 31 December 2010	<u>2,400</u>
<b>NET BOOK VALUE</b>	
At 31 December 2010	<u><u>9,600</u></u>

3 TANGIBLE FIXED ASSETS

	Total £
<b>COST</b>	
At 1 January 2010	2,656,678
Additions	112,817
Disposals	(36,882)
At 31 December 2010	<u>2,732,613</u>
<b>DEPRECIATION</b>	
At 1 January 2010	2,197,880
Charge for year	60,498
Eliminated on disposal	(32,585)
At 31 December 2010	<u>2,225,793</u>
<b>NET BOOK VALUE</b>	
At 31 December 2010	<u><u>506,820</u></u>
At 31 December 2009	<u><u>458,798</u></u>

4 CALLED UP SHARE CAPITAL

Allotted, issued and fully paid Number	Class	Nominal value £1	2010 £	2009 £
84,080	Ordinary		<u><u>84,080</u></u>	<u><u>85,710</u></u>