

Report of the Directors and  
Unaudited Financial Statements  
for the year ended 31 March 2005  
for  
Berkeley Business Forms Ltd



Hatcher Hughes  
Chartered Certified Accountants  
Unit S8b  
Chester Enterprise Centre  
Chester  
CH2 3NE

**Berkeley Business Forms Ltd**

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**for the year ended 31 March 2005**

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**Berkeley Business Forms Ltd**

**Company Information**  
**for the year ended 31 March 2005**

**DIRECTORS:**

D Mortlock  
J Mortlock

**SECRETARY:**

J Mortlock

**REGISTERED OFFICE:**

H11 Chester Enterprise Centre  
Hoole Bridge  
Chester  
Cheshire  
CH2 3NE

**REGISTERED NUMBER:**

2477382

**ACCOUNTANTS:**

Hatcher Hughes  
Chartered Certified Accountants  
Unit S8b  
Chester Enterprise Centre  
Chester  
CH2 3NE

**Berkeley Business Forms Ltd**

**Report of the Directors**  
**for the year ended 31 March 2005**

The directors present their report with the financial statements of the company for the year ended 31 March 2005.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of the sale of business and computer stationery.

**DIRECTORS**

The directors during the year under review were:

D Mortlock


J Mortlock

The beneficial interests of the directors holding office on 31 March 2005 in the issued share capital of the company were as follows:

	31.3.05	1.4.04
<b>Ordinary 1 shares</b>		
D Mortlock	2	2
J Mortlock	2	2

This report has 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:**

  
.....  
J Mortlock - Secretary

Date: 25.5.05

**Berkeley Business Forms Ltd****Profit and Loss Account  
for the year ended 31 March 2005**

		31.3.05	31.3.04
	Notes	£	£
<b>TURNOVER</b>		1,026,896	1,071,056
Cost of sales		763,155	803,261
<b>GROSS PROFIT</b>		263,741	267,795
Administrative expenses		172,554	183,921
<b>OPERATING PROFIT</b>	2	91,187	83,874
Interest receivable and similar income		623	509
		91,810	84,383
Interest payable and similar charges		188	175
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		91,622	84,208
Tax on profit on ordinary activities	3	17,597	16,291
<b>PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION</b>		74,025	67,917
Dividends	4	64,988	58,873
		9,037	9,044
Retained profit brought forward		76,726	67,682
<b>RETAINED PROFIT CARRIED FORWARD</b>		£85,763	£76,726

**CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current and previous years.

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the profits for the current and previous years.

**Berkeley Business Forms Ltd****Balance Sheet**  
**31 March 2005**

		31.3.05		31.3.04	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	5		20,061		30,457
<b>CURRENT ASSETS:</b>					
Stocks	6	3,670		2,246	
Debtors	7	194,332		188,857	
Cash at bank and in hand		49,498		39,038	
		247,500		230,141	
<b>CREDITORS:</b> Amounts falling due within one year	8	181,794		183,868	
<b>NET CURRENT ASSETS:</b>			65,706		46,273
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u>£85,767</u>		<u>£76,730</u>
<b>CAPITAL AND RESERVES:</b>					
Called up share capital	10		4		4
Profit and loss account			85,763		76,726
<b>SHAREHOLDERS' FUNDS:</b>	11		<u>£85,767</u>		<u>£76,730</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2005.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2005 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

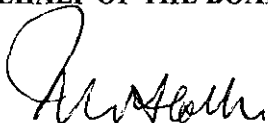
- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year 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.

**Berkeley Business Forms Ltd**

**Balance Sheet**  
**31 March 2005**

These 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 Mortlock - Director



.....  
J Mortlock - Director

Approved by the Board on 25-5-05 .....

**Notes to the Financial Statements**  
**for the year ended 31 March 2005**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention.

**Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

**Turnover**

Turnover represents net invoiced sales of goods, excluding value added tax.

**Tangible fixed assets**

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

Plant and machinery etc	- 33% on reducing balance, 25% on reducing balance and 20% on reducing balance
-------------------------	--

**Stocks**

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

**Deferred tax**

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

**Pensions**

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

**2. OPERATING PROFIT**

The operating profit is stated after charging/(crediting):

	31.3.05	31.3.04
	£	£
Depreciation - owned assets	8,103	12,711
Profit on disposal of fixed assets	(3,566)	(3,144)
Pension costs	11,432	21,432
	<u>          </u>	<u>          </u>
Directors' emoluments and other benefits etc	4,740	5,100
	<u>          </u>	<u>          </u>



**Berkeley Business Forms Ltd**

**Notes to the Financial Statements**  
**for the year ended 31 March 2005**

3. **TAXATION**

**Analysis of the tax charge**

The tax charge on the profit on ordinary activities for the year was as follows:

	31.3.05	31.3.04
	£	£
Current tax:		
UK corporation tax	17,597	16,291
	<u>17,597</u>	<u>16,291</u>
Tax on profit on ordinary activities	<u>17,597</u>	<u>16,291</u>

UK corporation tax has been charged at 19% (2004 - 19%).

4. **DIVIDENDS**

	31.3.05	31.3.04
	£	£
Equity shares:		
Dividends Paid	<u>64,988</u>	<u>58,873</u>

5. **TANGIBLE FIXED ASSETS**

	Plant and machinery etc
	£
<b>COST:</b>	
At 1 April 2004	72,717
Additions	4,091
Disposals	<u>(16,508)</u>
At 31 March 2005	<u>60,300</u>
<b>DEPRECIATION:</b>	
At 1 April 2004	42,260
Charge for year	8,103
Eliminated on disposals	<u>(10,124)</u>
At 31 March 2005	<u>40,239</u>
<b>NET BOOK VALUE:</b>	
At 31 March 2005	<u>20,061</u>
At 31 March 2004	<u>30,457</u>

6. **STOCKS**

	31.3.05	31.3.04
	£	£
Stock	<u>3,670</u>	<u>2,246</u>

**Berkeley Business Forms Ltd**

**Notes to the Financial Statements  
for the year ended 31 March 2005**

**7. DEBTORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	31.3.05 £	31.3.04 £
Trade debtors	190,511	187,874
Other debtors	3,421	-
Prepayments & accrued income	400	983
	<u>194,332</u>	<u>188,857</u>

**8. CREDITORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	31.3.05 £	31.3.04 £
Bank loans and overdrafts (see note 9)	-	34,087
Trade creditors	141,964	109,283
Directors current accounts	-	812
Other creditors	1,000	950
Social security & other taxes	15,115	16,285
Taxation	17,597	16,291
Accrued expenses	6,118	6,160
	<u>181,794</u>	<u>183,868</u>

**9. LOANS AND OVERDRAFTS**

An analysis of the maturity of loans and overdrafts is given below:

	31.3.05 £	31.3.04 £
Amounts falling due within one year or on demand:		
Bank overdrafts	<u>-</u>	<u>34,087</u>

**10. CALLED UP SHARE CAPITAL**

Authorised:

Number:	Class:	Nominal value:	31.3.05 £	31.3.04 £
100,000	Ordinary	1	<u>100,000</u>	<u>100,000</u>

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.3.05 £	31.3.04 £
4	Ordinary	1	<u>4</u>	<u>4</u>

**Berkeley Business Forms Ltd**

**Notes to the Financial Statements**  
**for the year ended 31 March 2005**

**11. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS**

	31.3.05	31.3.04
	£	£
Profit for the financial year	74,025	67,917
Dividends	(64,988)	(58,873)
	<hr/>	<hr/>
<b>Net addition to shareholders' funds</b>	9,037	9,044
Opening shareholders' funds	76,730	67,686
	<hr/>	<hr/>
<b>Closing shareholders' funds</b>	85,767	76,730
	<hr/>	<hr/>
Equity interests	85,767	76,730
	<hr/>	<hr/>