

# **Right Document Solutions Limited**

Abbreviated accounts

For the year ended 30 June 2005

Grant Thornton 



**Company No. 2511140**

## Company information

<b>Registered office</b>	22 Melton Street London NW1 2BW
<b>Directors</b>	Paul Gillett Nicholas Jones Alpesh Unalkat
<b>Secretary</b>	Nicholas Jones
<b>Bankers</b>	NatWest Bank plc 3rd Floor Citylink House 4 Addiscombe Road Croydon CR0 5TT
<b>Solicitors</b>	Cumberland Ellis Atrium Court 15 Jockey's Fields London WC1R 4RQ
<b>Auditors</b>	Grant Thornton UK LLP Chartered Accountants Registered Auditors Grant Thornton House Melton Street Euston Square London NW1 2EP

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## Independent auditors' report to the company pursuant to Section 247B of the Companies Act 1985

We have examined the abbreviated accounts which comprise the principal accounting policies, balance sheet and the related notes, together with the financial statements of the company for the year ended 30 June 2005 prepared under Section 226 of the Companies Act 1985.

This report is made solely to the company, in accordance with Section 247B of the Companies Act 1985. Our work has been undertaken so that we might state to the company those matters we are required to state to them 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 audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditors**

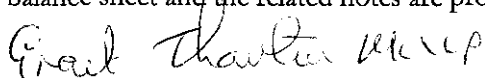
The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (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 report our opinion to you.

### **Basis of opinion**

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. 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 Act, and the abbreviated accounts which comprise the principal accounting policies, balance sheet and the related notes are properly prepared in accordance with those provisions.



GRANT THORNTON UK LLP  
REGISTERED AUDITORS  
CHARTERED ACCOUNTANTS

London

Date: 23/3/06

## Principal accounting policies

### **Basis of accounting**

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

The principal accounting policies of the company have remained unchanged from the previous year and are set out below.

### **Turnover**

Turnover is the total amount receivable by the company for goods supplied where service performance has been completed, excluding VAT and trade discounts.

### **Goodwill**

Purchased goodwill is capitalised and is amortised on a straight line basis over its estimated useful economic life.

### **Fixed assets**

All fixed assets are initially recorded at cost.

### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Motor vehicles	-	25% reducing balance
Office equipment	-	25% - 50% reducing balance

### **Stock**

Stock is valued at the lower of cost and net realisable value.

### **Leasing and hire purchase commitments**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

### **Pension costs**

Defined contribution scheme

Pension costs charged against profits represent the amount of the contributions payable to the scheme in respect of the accounting period.

### **Deferred taxation**

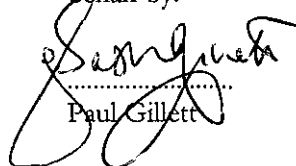
Deferred tax is recognised on all timing differences where the transactions or events that give the company an obligation to pay more tax in the future, or the right to pay less tax in the future, have occurred by the balance sheet date. Deferred tax assets are recognised when it is more likely than not that they will be recovered. Deferred tax is measured using rates of tax that have been enacted or substantively enacted by the balance sheet date.

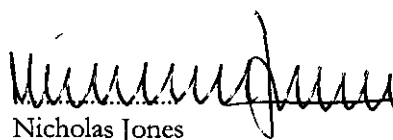
## Abbreviated balance sheet

	Note	£	2005 £	£	2004 £
<b>Fixed assets</b>	1				
Tangible assets			53,790		54,940
<b>Current assets</b>					
Stocks		328,501		325,665	
Debtors		919,738		1,062,896	
Cash at bank and in hand		1,262,079		1,030,790	
		<u>2,510,318</u>		<u>2,419,351</u>	
<b>Creditors: amounts falling due within one year</b>					
		<u>1,847,927</u>		<u>1,971,561</u>	
<b>Net current assets</b>			<u>662,391</u>		<u>447,790</u>
<b>Total assets less current liabilities</b>			<u>716,181</u>		<u>502,730</u>
<b>Capital and reserves</b>					
Called-up equity share capital	2		25,000		25,000
Other reserves			25,000		25,000
Profit and loss account			666,181		452,730
<b>Shareholder's funds</b>			<u>716,181</u>		<u>502,730</u>

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

These abbreviated accounts were approved by the directors on 23/3/06 and are signed on their behalf by:

  
Paul Gillett

  
Nicholas Jones

## Notes to the abbreviated accounts

### 1 Fixed assets

	Intangible Assets £	Tangible Assets £	Total £
Cost			
At 1 July 2004	50,000	165,179	215,179
Additions	—	27,924	27,924
At 30 June 2005	<u>50,000</u>	<u>193,103</u>	<u>243,103</u>
Depreciation			
At 1 July 2004	50,000	110,239	160,239
Charge for year	—	29,074	29,074
At 30 June 2005	<u>50,000</u>	<u>139,313</u>	<u>189,313</u>
Net book value			
At 30 June 2005	<u>—</u>	<u>53,790</u>	<u>53,790</u>
At 30 June 2004	<u>—</u>	<u>54,940</u>	<u>54,940</u>

### 2 Share capital

Authorised share capital:

	2005 £	2004 £
50,000 Ordinary shares of £1 each	<u>50,000</u>	<u>50,000</u>

Allotted, called up and fully paid:

	2005 No	£	2004 No	£
Ordinary shares of £1 each	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>