

Abbreviated Accounts for the Year Ended 31 December 2003

for

Milestone Management Services Limited



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**Milestone Management Services Limited**

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**for the Year Ended 31 December 2003**

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**Milestone Management Services Limited**

**Company Information**  
**for the Year Ended 31 December 2003**

**DIRECTOR:** Ms J K Wash

**SECRETARY:** Ms C A Heydon

**REGISTERED OFFICE:** 14 Peplins Way  
Brookmans Park  
Hatfield  
Hertfordshire  
AL9 7UU

**REGISTERED NUMBER:** 3100471

**ACCOUNTANTS:** George Arthur  
Chartered Accountants  
York House  
4 Wigmores South  
Welwyn Garden City  
Hertfordshire  
AL8 6PL

**Milestone Management Services Limited**

**Abbreviated Balance Sheet**  
**31 December 2003**

	Notes	2003 £	2002 £
<b>FIXED ASSETS</b>			
Tangible assets	2	3,571	3,298
<b>CURRENT ASSETS</b>			
Debtors		1,868	494
Cash at bank		50,739	84,585
		52,607	85,079
<b>CREDITORS</b>			
Amounts falling due within one year		2,973	14,893
<b>NET CURRENT ASSETS</b>		49,634	70,186
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		53,205	73,484
<b>CAPITAL AND RESERVES</b>			
Called up share capital	3	2	2
Profit and loss account		53,203	73,482
<b>SHAREHOLDERS' FUNDS</b>		53,205	73,484

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 December 2003.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2003 in accordance with Section 249B(2) of the Companies Act 1985.

The director acknowledges her responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) 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.

These abbreviated accounts 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:**

.....  
Ms J K Wash - Director

Approved by the Board on ..... 24/10/04 .....

The notes form part of these abbreviated accounts

**Milestone Management Services Limited**

**Notes to the Abbreviated Accounts**  
**for the Year Ended 31 December 2003**

**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 June 2002).

**Turnover**

Turnover represents net invoiced sales of services, 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.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**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. The assets of the scheme are held separately from those of the company in an independently administered fund. Contributions payable for the year are charged in the profit and loss account.

**2. TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 January 2003	8,964
Additions	1,462
	<hr/>
At 31 December 2003	10,426
	<hr/>
<b>DEPRECIATION</b>	
At 1 January 2003	5,666
Charge for year	1,189
	<hr/>
At 31 December 2003	6,855
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<b>NET BOOK VALUE</b>	
At 31 December 2003	3,571
	<hr/>
At 31 December 2002	3,298
	<hr/>

**Milestone Management Services Limited**

**Notes to the Abbreviated Accounts - continued**  
**for the Year Ended 31 December 2003**

**3. CALLED UP SHARE CAPITAL**

Authorised:		Nominal value:	2003	2002
Number:	Class:		£	£
1,000	Ordinary	£1	<u>1,000</u>	<u>1,000</u>
Allotted, issued and fully paid:		Nominal value:	2003	2002
Number:	Class:		£	£
2	Ordinary	£1	<u>2</u>	<u>2</u>