Company Registration No. 03109099 (England and Wales)

# OPTIMA MANAGEMENT SERVICES LIMITED

# ABBREVIATED ACCOUNTS

# FOR THE YEAR ENDED 31 DECEMBER 2000

# OPTIMA MANAGEMENT SERVICES LIMITED

## CONTENTS

# OPTIMA MANAGEMENT SERVICES LIMITED

## ABBREVIATED BALANCE SHEET
### *AS AT 31 DECEMBER 2000*

| | Notes | 2000 £ | 2000 £ | 1999 £ | 1999 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | 2 | | 1,662 | | 179 |
| **Current assets** | | | | | |
| Debtors | | 10,315 | | 127 | |
| Cash at bank and in hand | | 19 | | 239 | |
| | | 10,334 | | 366 | |
| **Creditors: amounts falling due within one year** | | (25,088) | | (20,378) | |
| **Net current liabilities** | | | (14,754) | | (20,012) |
| **Total assets less current liabilities** | | | (13,092) | | (19,833) |
| **Capital and reserves** | | | | | |
| Called up share capital | 3 | | 2 | | 2 |
| Profit and loss account | | | (13,094) | | (19,835) |
| **Shareholders' funds** | | | (13,092) | | (19,833) |

In preparing these abbreviated accounts:

(a) The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(1) of the Companies Act 1985;

(b) No notice has been deposited under Section 249B(2) of the Companies Act 1985, and

(c) The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of this Act relating to accounts, 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.

The financial statements were approved by the board on 18 JULY 2001

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J D Wertheim
**Director**

**OPTIMA MANAGEMENT SERVICES LIMITED**

## NOTES TO THE ABBREVIATED ACCOUNTS
## *FOR THE YEAR ENDED 31 DECEMBER 2000*

### 1 Accounting policies

**1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

**1.2 Turnover**

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

**1.3 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & computer equipment 15% Reducing balance/33 1/3% Straight line

### 2 Fixed assets

| | Tangible assets £ |
|---|---|
| **Cost** | |
| At 1 January 2000 | 3,492 |
| Additions | 2,174 |
| Disposals | (3,159) |
| At 31 December 2000 | 2,507 |
| **Depreciation** | |
| At 1 January 2000 | 3,313 |
| On disposals | (3,158) |
| Charge for the year | 690 |
| At 31 December 2000 | 845 |
| **Net book value** | |
| At 31 December 2000 | 1,662 |
| At 31 December 1999 | 179 |

### 3 Share capital

| | 2000 £ | 1999 £ |
|---|---|---|
| **Authorised** | | |
| 1,000 Ordinary shares of £ 1 each | 1,000 | 1,000 |
| **Allotted, called up and fully paid** | | |
| 2 Ordinary shares of £ 1 each | 2 | 2 |