

ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 30th SEPTEMBER 2002
FOR
DOCUMENT ARCHIVAL SERVICES LTD

REGISTERED NUMBER: 3230487



INDEX TO THE ACCOUNTS

	page
Abbreviated Balance Sheet	2
Notes to the Abbreviated Accounts	3

Abbreviated balance sheet –
as at 30th September 2002

Document Archival Services Ltd

	Notes	30/9/2002		30/9/2001	
		£	£	£	£
FIXED ASSETS					
Equipment	2, 3		23,343		23,201
CURRENT ASSETS					
Stocks	4		739		847
Debtors			16,202		18,555
Work in hand			11,037		4,270
Cash in Bank and in hand			<u>38,429</u>		<u>33,155</u>
			66,408		56,827
CREDITORS:					
amounts falling due within one year			31,389		32,134
NET CURRENT ASSETS (LIABILITIES)			35,019		24,694
TOTAL ASSETS LESS CURRENT LIABILITIES			58,362		47,894
CREDITORS : amount falling due					
after more than one year			<u>13,133</u>		<u>14,246</u>
			<u>45,228</u>		<u>33,648</u>
CAPITAL AND RESERVES					
Called up share capital	5		20		20
Profit and loss account			<u>45,208</u>		<u>33,628</u>
			<u>45,228</u>		<u>33,648</u>


For the year in question the company was entitled to exemption under subsection (1) of section 249A of the Companies Act 1985.

No notice has been deposited under subsection (2) of section 249B

The directors' acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221, 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 and loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.


Julian M. Rouse - Director

Approved by the Board on 31st March 2003

The notes form part of these accounts

Notes to the abbreviated accounts - Document Archival Services Ltd
for the year ended 30th September 2002

1. **Accounting Policies**

The accounts have been prepared under the historical cost convention.

2. **Depreciation**

Depreciation is provided on the reducing balance method at the following rates:

Furniture, Fittings, Plant and Equipment	15%
Computers and Related Equipment	25%

3. **Fixed Assets**

	Beginning of Year	Additions	Disposals	End of Year
	£	£	£	£
Cost / Valuation	38,409	5,821	-	44,229
Depreciation	15,208	5,678	-	20,886
Net Book Value	23,201			23,343

4. **Stock**

Stock is valued at the lower of cost and net realisable value. In establishing cost, stocks at the end of the year are taken to represent latest purchases on a first in first out basis. Net realisable value is based on estimated selling price after taking into account all further costs expected to be incurred on disposal.

5. **Called up share capital**

Authorised:

100	Ordinary shares	Nominal value £1	£100
-----	-----------------	------------------	------

Allotted, issued and fully paid:

20	Ordinary shares	Nominal value £1	£20
----	-----------------	------------------	-----