

ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 30<sup>th</sup> SEPTEMBER 2000  
FOR  
DOCUMENT ARCHIVAL SERVICES LTD

REGISTERED NUMBER: 3230487

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✓ Abbreviated balance sheet – Document Archival Services Ltd  
as at 30<sup>th</sup> September 2000

	Notes	30/9/2000		30/9/1999	
		£	£	£	£
<b>FIXED ASSETS</b>					
Equipment	2, 3		15,183		9,194
<b>CURRENT ASSETS</b>					
Stocks	4		643		946
Debtors			27,159		12,731
Work in hand			6,000		4,586
Cash in Bank and in hand			<u>5,323</u>		<u>(4,418)</u>
			39,125		13,845
<b>CREDITORS:</b>					
amounts falling due within one year			24,728		13,537
<b>NET CURRENT ASSETS (LIABILITIES)</b>			14,397		<u>308</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			29,579		9,502
<b>CREDITORS : amount falling due</b>					
after more than one year			<u>16,213</u>		<u>10,799</u>
			<u>13,366</u>		<u>(1,297)</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	5		20		20
Profit and loss account			<u>13,346</u>		<u>(1,317)</u>
			<u>13,366</u>		<u>(1,297)</u>

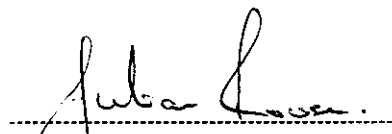
For the year in question the company was entitled to exemption under subsection (1) of section 249A of the Companies Act 1985.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2)

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 V11 of the Companies Act 1985 relating to small companies.

  
 Julian M. Rouse - Director  
 Approved by the Board on 30<sup>th</sup> January 2001

The notes form part of these accounts

Notes to the abbreviated accounts - Document Archival Services Ltd  
for the year ended 30<sup>th</sup> September 2000

**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	16,756	10,311	1,828	25,239
Depreciation	7,562	3,641	1,147	10,056
Net Book Value	9,194			15,183

**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
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Allotted, issued and fully paid:

20	Ordinary shares	Nominal value £ 1	£ 20
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