

ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 30<sup>th</sup> SEPTEMBER 2001  
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 2001

	Notes	30/9/2001		30/9/2000	
		£	£	£	£
FIXED ASSETS					
Equipment	2, 3		23,201		15,183
CURRENT ASSETS					
Stocks	4		847		643
Debtors			18,555		27,159
Work in hand			4,270		6,000
Cash in Bank and in hand			<u>33,155</u>		<u>5,323</u>
			56,827		39,125
CREDITORS:					
amounts falling due within one year			32,134		24,728
NET CURRENT ASSETS (LIABILITIES)			24,694		14,397
TOTAL ASSETS LESS CURRENT LIABILITIES			47,894		29,579
CREDITORS : amount falling due					
after more than one year			<u>14,246</u>		<u>16,213</u>
			<u>33,648</u>		<u>13,366</u>
CAPITAL AND RESERVES					
Called up share capital	5		20		20
Profit and loss account			<u>33,628</u>		<u>13,346</u>
			<u>33,648</u>		<u>13,366</u>

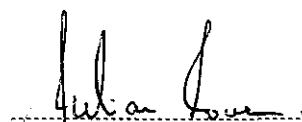
For the year in question the company was entitled to exemption under subsection (1) of section 249A of the Companies Act 1985.

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 31<sup>st</sup> January 2002

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 2001

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	25,239	13,170	-	38,409
Depreciation	10,056	5,152	-	15,208
Net Book Value	15,183			23,201

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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