

REGISTERED NUMBER: 03465315 (England and Wales)

ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 30TH NOVEMBER 2003

FOR

CORPORATE FACILITIES SERVICES LIMITED



**CORPORATE FACILITIES SERVICES LIMITED**

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**FOR THE YEAR ENDED 30TH NOVEMBER 2003**

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**CORPORATE FACILITIES SERVICES LIMITED**

**COMPANY INFORMATION**

**FOR THE YEAR ENDED 30TH NOVEMBER 2003**

**DIRECTORS:**

D Dibbens  
E C Martin  
J M Bonsor

**SECRETARY:**

Mrs T J Martin

**REGISTERED OFFICE:**

41a Bell Street  
Reigate  
Surrey  
RH2 7AQ

**REGISTERED NUMBER:**

03465315 (England and Wales)

**AUDITORS:**

JOHN WILLIAMS & CO.  
REGISTERED AUDITOR  
CHARTERED ACCOUNTANTS  
41a Bell Street  
Reigate  
Surrey  
RH2 7AQ

**REPORT OF THE INDEPENDENT AUDITORS TO**  
**CORPORATE FACILITIES SERVICES LIMITED**  
**UNDER SECTION 247B OF THE COMPANIES ACT 1985**

We have examined the abbreviated accounts on pages three to five, together with the full financial statements of the company for the year ended 30th November 2003 prepared under Section 226 of the Companies Act 1985.

This report is made solely to the company, in accordance with Section 247B of the Companies Act 1985. Our work has been undertaken so that we might state to the company those matters we are required to state to it in a special auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, for our work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

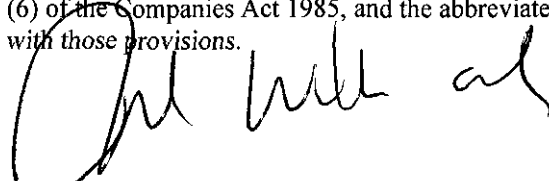
The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (6) of the Act to the Registrar of Companies and whether the accounts to be delivered are properly prepared in accordance with those provisions and to report our opinion to you.

**Basis of opinion**

We have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report did not include examining or dealing with events after the date of our report on the full financial statements.

**Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts on pages three to five are properly prepared in accordance with those provisions.



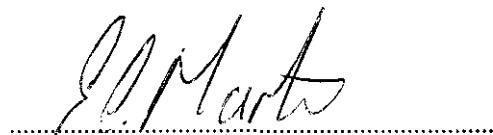
JOHN WILLIAMS & CO.  
REGISTERED AUDITOR  
CHARTERED ACCOUNTANTS  
41a Bell Street  
Reigate  
Surrey  
RH2 7AQ

Date: .....3/12.....2004

**CORPORATE FACILITIES SERVICES LIMITED****ABBREVIATED BALANCE SHEET****30TH NOVEMBER 2003**

		2003		2002	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	2		102,126		104,935
<b>CURRENT ASSETS:</b>					
Stocks		901		856	
Debtors		388,200		214,645	
Cash at bank and in hand		109,662		78,238	
		498,763		293,739	
<b>CREDITORS: Amounts falling due within one year</b>	3	452,237		221,528	
<b>NET CURRENT ASSETS:</b>			46,526		72,211
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			148,652		177,146
<b>CREDITORS: Amounts falling due after more than one year</b>	3		(10,744)		(39,999)
<b>PROVISIONS FOR LIABILITIES AND CHARGES:</b>			(5,853)		(5,176)
			£132,055		£131,971
<b>CAPITAL AND RESERVES:</b>					
Called up share capital	4		2		2
Profit and loss account			132,053		131,969
<b>SHAREHOLDERS' FUNDS:</b>			£132,055		£131,971

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:**

E C Martin - Director

Approved by the Board on .....13/1/2004

## **CORPORATE FACILITIES SERVICES LIMITED**

### **NOTES TO THE ABBREVIATED ACCOUNTS** **FOR THE YEAR ENDED 30TH NOVEMBER 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 the invoiced value of work done 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 or, if held under a finance lease, over the lease term, whichever is the shorter.

Equipment and machinery	- 15% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 15% on reducing balance

##### **Stocks**

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

##### **Hire purchase and leasing commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

Rentals paid under operating leases are charged to the profit and loss account as incurred.

#### **2. TANGIBLE FIXED ASSETS**

	Total
	£
<b>COST:</b>	
At 1st December 2002	154,371
Additions	22,243
Disposals	(4,250)
	<hr/>
At 30th November 2003	172,364
	<hr/>
<b>DEPRECIATION:</b>	
At 1st December 2002	49,436
Charge for year	23,708
Eliminated on disposals	(2,906)
	<hr/>
At 30th November 2003	70,238
	<hr/>
<b>NET BOOK VALUE:</b>	
At 30th November 2003	102,126
	<hr/>
At 30th November 2002	104,935
	<hr/>

**CORPORATE FACILITIES SERVICES LIMITED**

**NOTES TO THE ABBREVIATED ACCOUNTS**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2003**

**3. CREDITORS**

The following secured debts are included within creditors:

	2003	2002
	£	£
Bank overdrafts	87,415	-
Bank loans	5,096	8,561
Hire purchase contracts	35,077	67,646
	<u>127,588</u>	<u>76,207</u>

**4. CALLED UP SHARE CAPITAL**

Authorised:

Number:	Class:	Nominal value:	2003	2002
		£1	£	£
100	Ordinary Shares		<u>100</u>	<u>100</u>

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2003	2002
		£1	£	£
2	Ordinary Shares		<u>2</u>	<u>2</u>