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# Surrey Business Services Limited

DIRECTORS REPORT AND

FINANCIAL STATEMENTS

FOR YEAR ENDED 30 NOVEMBER 2004

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COMPANY REGISTRATION NO: 03702504

3869271



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30/09/2005

# Surrey Business Services Limited

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# Surrey Business Services Limited

## COMPANY INFORMATION

DIRECTOR

Mr N R Vanderman

SECRETARY

Mrs T Vanderman

COMPANY NUMBER

03869271 (England and Wales)

REGISTERED OFFICE

25, Dickerage Road,  
Kingston Upon Thames,  
Surrey KT1 3SR.

BANKERS

HSBC,  
66 High Street,  
New Malden,  
Surrey,  
KT3 4HD.

# Surrey Business Services Limited

## DIRECTORS' REPORT

**FOR THE YEAR ENDED 30 NOVEMBER 2004**

The sole director presents the annual report and the financial statements of the company for the year ended 30 November 2004.

### DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### PRINCIPAL ACTIVITY

The company's principal activity during the year was that of business cost reduction consultants and providing services to wide range of clients.

### RESULTS AND DIVIDENDS

The profit for the year after taxation was £18,256.

The director has paid an interim dividend amounting to £13,416 and he does not recommend payment of any final dividend.

### DIRECTOR AND HIS INTERESTS

The directors of the company during the year and their interests in the share capital of the company at the beginning and end of the year was as follows :

	<u>NUMBER OF ORDINARY SHARES</u>	
	<u>30/11/2003</u>	<u>30/11/2004</u>
Mr N Vanderman	31	31

### FIXED ASSETS

The movements in fixed assets during the year are set out in note 6 to the accounts.

ON BEHALF OF THE BOARD



**Mr N R Vanderman**

Director

DATE : 29 September 2005

# Surrey Business Services Limited

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30 NOVEMBER 2004

	NOTES	£	£
		2004	2003
<b>TURNOVER</b>	<b>2</b>	<b>57,696</b>	<b>59,779</b>
Cost Of Sales		-	-
<b>GROSS PROFIT</b>		<b>57,696</b>	<b>59,779</b>
Administrative Costs		39,158	46,837
<b>OPERATING PROFIT</b>		<b>18,538</b>	<b>12,942</b>
Bank Interest Receivable		56	125
<b>OPERATING PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	<b>3/4</b>	<b>18,594</b>	<b>13,067</b>
Tax on Ordinary Activities	<b>5</b>	338	1,006
<b>PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION</b>		<b>18,255</b>	<b>12,061</b>
Dividend paid		(13,416)	(13,930)
<b>BALANCE BROUGHT FORWARD</b>		<b>(513)</b>	<b>1,356</b>
<b>BALANCE CARRIED FORWARD</b>		<b>4,326</b>	<b>(513)</b>

The notes on pages 5 to 7 form an integral part of these financial statements.

# Surrey Business Services Limited

## BALANCE SHEET AS AT 30 NOVEMBER 2004

	NOTES	2004	2003
		£	£
<b>FIXED ASSETS</b>			
Tangible Assets	6	2,935	1,064
<b>CURRENT ASSETS</b>			
Debtors	7	439	2075
Cash at bank		12,276	11,886
		12,715	13,961
<b>CREDITORS : Amount falling due within one period :</b>	8	(11,224)	(15,438)
		1,491	(1,477)
		4,426	(413)
<b>REPRESENTED BY:</b>			
<b>CAPITAL AND RESERVES</b>			
Called Up Share Capital	9	100	100
Profit and Loss Account		4,326	(513)
		4,426	(413)

The director's statement required by Section 249B(4) is shown on the following page which forms part of this Balance Sheet.

The notes on pages 5 to 7 form an integral part of these financial statements.

# Surrey Business Services Limited

## BALANCE SHEET (CONTINUED)

AS AT 30 NOVEMBER 2004

In approving these financial statements as director of the company I hereby confirm:

a) that for the period in question the company was entitled to the exemption conferred by Section 249A (1) of the Companies Act;

b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 30 November 2004.

c) that I acknowledge my responsibilities for:

1) ensuring that the company keeps accounting records which comply with Section 221 and

2) preparing financial statements which give true and fair view of the state of affairs of the company as at the end of the financial period and of its profit for the period then ended in accordance with the requirement of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements so far as applicable to the company.

The financial statements were approved by the Board on 29 September 2005  
and signed on its behalf by

  
Director  
**Mr N R Vanderman**

The notes on pages 5 to 7 form an integral part of these financial statements.

# Surrey Business Services Limited

## NOTES TO THE ACCOUNTS

### **1. ACCOUNTING POLICIES**

#### **1.1 Accounting conventions**

The financial statements are prepared under the historical cost convention.

#### **1.2 Turnover**

This represents the total amounts invoiced to clients , in respect of fees receivable, net of Value Added Tax.

#### **1.3 Depreciation of tangible assets**

Provision is made for depreciation on all tangible assets at rates calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life using the reducing balance method, as follows :

Office Furniture & Equipment	4 years
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#### **1.4 Stock**

*Stocks of books and course material are stated at lower of cost and net realisable value.*

#### **1.5 Deferred Taxation**

No provision is made for deferred tax as in the opinion of the directors, there is a reasonable probability that the liability will not arise in the foreseeable future.

### **2. TURNOVER**

The turnover and pre-tax profit are wholly attributable to the company's main activity.  
*The turnover arises entirely in the United Kingdom.*

### **3. OPERATING PROFIT**

This is stated after charging the following :

	<u>2004</u> £	<u>2003</u> £
Depreciation	<u>978</u>	<u>354</u>



# Surrey Business Services Limited

## NOTES TO THE ACCOUNTS (continued)

4. EMPLOYEE INFORMATION		2004 £	2003 £
4.1 Staff Costs (including director) :			
Director's Remuneration (including pension)		9,000	8,318
4.2 The average weekly number of employees during the period was made up as follows :			
	No.		No.
Management	1		1
Staff	3		3
	4		4
5. TAX ON PROFIT ON ORDINARY ACTIVITIES		2004 £	2003 £
The taxation charge comprises:			
U.K. Corporation tax at 19%		2,000	1,000
Add: Over provision in prior years		(1,662)	6
		338	1,006
6. TANGIBLE FIXED ASSET	Motor Vehicle	Office Furniture & Equipment	Total
Cost :			
1st December 2003	-	2,428	2,428
Additions in year	2,850	-	2,850
At 30th November 2004	2,850	2,428	5,278
Depreciation :			
1st December 2003	-	1,364	1,364
Charge for the year	713	266	979
At 30th November 2004	713	1,630	2,343
Net Book Value			
At 30th November 2004	2,137	798	2,935
At 30th November 2003	-	1064	1064

# Surrey Business Services Limited

## NOTES TO THE ACCOUNTS (continued)

	<u>2004</u>	<u>2003</u>
	£	£
<b>7. DEBTORS</b>		
Other taxes and social security	50	188
Other debtors	17	-
Prepayments	372	1,886
	<u>439</u>	<u>2,074</u>

	<u>2004</u>	<u>2003</u>
	£	£
<b>8. CREDITORS</b> Amount falling due within one year :		
Taxation	2,000	2,506
Other taxes and social security	490	829
Directors Loan Account	4,613	7,745
Accruals	4,121	4,358
	<u>11,224</u>	<u>15,438</u>

	<u>2004</u>	<u>2003</u>
<b>9. SHARE CAPITAL</b>		
Authorised		
100,000 Ordinary Shares of £ 1 each	<u>£100</u>	<u>£100</u>
Allotted, Called-up and Fully Paid		
1 Ordinary Shares of £ 1 each	<u>£100</u>	<u>£100</u>

## 10. POST BALANCE SHEET EVENTS

In the opinion of the director the company will continue to trade and hope to diversify its activities in the future.