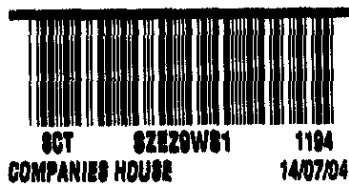


Registered Number: 158895 (Scotland)
Abbreviated Accounts for
the Year Ended 30 September 2003
for
Moray Office Supplies Limited



Moray Office Supplies Ltd

**Contents of the Abbreviated Accounts
for the Year Ended 30 September 2003**

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Moray Office Supplies Ltd

**Company Information
for the Year Ended 30 September 2003**

DIRECTOR:	A J Elder
SECRETARY:	Mrs I Elder
REGISTERED OFFICE:	Edgar Road Elgin Moray-shire IV30 6YQ
REGISTERED NUMBER:	158895 (Scotland)
AUDITORS:	Blueprint Audit Limited Registered Auditor 10 Ardross Street Inverness IV3 5NS
BANKERS:	Bank of Scotland 90 High Street Elgin Moray-shire IV30 1BN
SOLICITORS:	MacNeill & Critchley 9 Ardross Street Inverness IV3 5NP
ACCOUNTANTS:	Tenon Limited 10 Ardross Street Inverness IV3 5NS

**Report of the Independent Auditors to
Moray Office Supplies Ltd
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 30 September 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 director and auditors

The director is 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.

Blueprint Audit Limited

Blueprint Audit Limited
Registered Auditor
10 Ardross Street
Inverness
IV3 5NS

Date: *13 July 2004*

Moray Office Supplies Ltd

**Abbreviated Balance Sheet
30 September 2003**

		30.9.03		30.9.02	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		70,731		69,538
CURRENT ASSETS:					
Stocks		140,897		126,359	
Debtors		285,394		271,050	
Cash at bank and in hand		80,128		40,823	
		506,419		438,232	
CREDITORS: Amounts falling due within one year	3	242,432		217,059	
NET CURRENT ASSETS:			263,987		221,173
TOTAL ASSETS LESS CURRENT LIABILITIES:			334,718		290,711
CREDITORS: Amounts falling due after more than one year	3		12,728		2,499
			<u>£321,990</u>		<u>£288,212</u>
CAPITAL AND RESERVES:					
Called up share capital	4		10,000		10,000
Profit and loss account			311,990		278,212
SHAREHOLDERS' FUNDS:			<u>£321,990</u>		<u>£288,212</u>

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:



A J Elder - Director

Approved by the Board on 9/7/04

The notes form part of these abbreviated accounts

**Notes to the Abbreviated Accounts
for the Year Ended 30 September 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 net invoiced sales of goods, 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.

Improvements to property	- 15% on reducing balance
Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on cost

Stocks

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

Cost comprises the invoiced price of goods and materials purchased on a first in first out basis.

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.

Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

Notes to the Abbreviated Accounts
for the Year Ended 30 September 2003

2. TANGIBLE FIXED ASSETS

	Total
	£
COST:	
At 1 October 2002	196,296
Additions	40,454
Disposals	(20,937)
	<u>215,813</u>
At 30 September 2003	<u>215,813</u>
DEPRECIATION:	
At 1 October 2002	126,758
Charge for year	27,484
Eliminated on disposals	(9,160)
	<u>145,082</u>
At 30 September 2003	<u>145,082</u>
NET BOOK VALUE:	
At 30 September 2003	<u>70,731</u>
At 30 September 2002	<u>69,538</u>

3. CREDITORS

The following secured debts are included within creditors:

	30.9.03	30.9.02
	£	£
Bank overdrafts	-	9,026
	<u>-</u>	<u>9,026</u>

4. CALLED UP SHARE CAPITAL

Authorised:				
Number:	Class:	Nominal value:	30.9.03	30.9.02
			£	£
50,000	Ordinary	£1	<u>50,000</u>	<u>50,000</u>
Allotted, issued and fully paid:				
Number:	Class:	Nominal value:	30.9.03	30.9.02
			£	£
10,000	Ordinary	£1	<u>10,000</u>	<u>10,000</u>