

ACCENTA CYF
ADRODDIAD A CHYFRIFON TALFYREDIG AM Y
FLWYDDYN YN DIWEDDU 31ain o ORFFENNAF 2010

RHIF Y CWMNI 4826576

TUESDAY



A44

ALZUETFA

19/04/2011

184

COMPANIES HOUSE

CYNNWYS YR ADRODDIAD A CHYFRIFON TALFYREDIG AM Y FLWYDDYN YN
DIWEDDU 31ain o ORFFENNAF 2010

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NODIADAU I'R CYFRIFON	4
CYFRIF ALW A CHOLLED MANWL	5


Tudalen 2

Mae'r canlynol yn adlewyrchu adroddiad y cyfrifon a wnaethpwyd ar gyfrifon y cwmni sy'n sail i'r cyfrifon talfyredig ar dudalennau 3, 4 a 5

ADRODDIAD Y CYFARWYDDWR I'R CYFRANDDALWYR AR GYFRIFON CWMNI
ACCENTA

Er mwyn cyflawni ein dyletswyddau o dan Deddf Cwmnïau 2006 yr wyf wedi paratoi datganiadau ariannol y cwmni sydd yn cynnwys y Datganiad o Weithgareddau Ariannol / Cyfrif Incwm a Gwariant, y Fantolen a'r nodiadau perthnasol o'r cofnodion ariannol a'r wybodaeth ac esboniadau a roddwyd i mi.

Nid yw'r Cwmni wedi masanachu yn ystod y flwyddyn ariannol



Ar ran y Cyfarwyddwr

W G Jones
Ysgrifennydd y Cwmni,
57 Maes Derwydd
Llangefni
LL77 7GA

MANTOLEN DALFYREDIG AR 31ain o ORFFENNAF 2010

<u>2009</u>		<u>2010</u>
62	<u>ASEDAU SEFYDLOG</u>	41
	<u>ASEDAU CYFREDOL</u>	
	Dyledwyr	
4608	Arian yn y banc ac mewn llaw	4608
<u>4670</u>		<u>4649</u>
£4670	<u>ASEDAU CYFREDOL NET</u>	£ 4649
£ <u>4670</u>		£ <u>4649</u>
	<u>CYFALAF WRTH GEFN</u>	
100	Cyfranddaliadau	100
<u>4570</u>	Mewn Asedau Eraill	<u>4549</u>
<u>4670</u>		<u>4649</u>

Ym marn y cyfarwyddwr 'roedd gan y cwmni hawl, o dan Ddeddf Cwmnïau 2006, i ryddhad o archwilio ei gyfrifon am y flwyddyn yn diweddu 31 o Orffennaf 2010. Nid oedd unrhyw cyfranddaliwr wedi rhoi rhybudd yn gofyn am archwiliad o'r cyfrifon yma

Y cyfarwyddwr sy'n gyfrifol am sicrhau fod y cwmni yn cadw cofnodion cyfrifo sy'n cydymffurfio â'r ddeddf ac am baratoi cyfrifon sy'n rhoi adlewyrchiad cywir a theg o gyflwr ariannol y cwmni ar ddiwedd pob cyfnod ariannol ac o'r rhagoriaeth o incwm dros wariant am bob cyfnod yn unol â gofynion Deddf Cwmnïau 2006 ac sydd fel arall yn cydymffurfio â'i gofynion, fel y maent yn berthnasol i'r cwmni

Manteisiwyd, wrth baratoi'r cyfrifon, ar ryddiadau arbennig sy'n berthnasol i gwmnïau bychain ar y sail fod, ym marn y cyfarwyddwyr, y cwmni yn gwmni bychan yn unol â Deddf Cwmnïau 2006.

Cymeradwywyd gan y Cyfarwyddwr



Cyfarwyddwr



Ysgrifennydd

14eg o Fawrth 2011

NODIADAU'R CYFRIFON TALFYREDIG AM Y FLWYDDYN YN DIWEDDU 31ain o ORFFENNAF 20101. Polisiâu Cyfrifyddol(a) Confensiwn a Pholisiâu

Mae'r cyfrifon hyn wedi eu paratoi yn unol â chonfensiwn cost hanesyddol yn unol â Safon Adrodd Ariannol ar gyfer Cyrff Llai

(b) Datganiad Llif Arian

Mae'r Cwmni wedi manteisio ar yr hawl i atal rhag cynnwys datganiad llif arian gan ei fod yn gwmni bychan.

(c) Dibrisiant

Mae dibrisiant cyfarpar yn cael ei ddarparu ar raddfa o 33.3% y flwyddyn (balans gostyngedig) dros gyfnod eu bywyd defnyddiol disgwylhedig.

2. Asedau Sefydlog

<u>COST</u>	<u>CYFARPAR</u>	<u>CYFANSWM</u>
Ar 1af o Awst 2009	220	220
Ychwanegiadau		
Gwarediadau		
Ar 31ain o Orffennaf 2010	<u>220</u>	<u>220</u>
<u>DIBRISANT</u>		
Ar 1af o Awst 2009	158	158
Dibrisiant am y flwyddyn	21	21
Gwarediadau		
Ar 31 o Orffennaf 2010	<u>179</u>	<u>179</u>
<u>GWERTH LLYFR NET</u>		
Ar 31 o Orffennaf 2010	£ 41	£ 41
Ar 31 o Orffennaf 2009	£ 62	£ 62

CYFRIF ELW A CHOLLED MANWL AM Y FLWYDDYN YN DIWEDDU 31 o ORFFENNAF 2010

<u>2009</u>		<u>2010</u>
0	Ffioedd	0
39	Llog Banc a Dderbynwyd	0
94	Derbyniadau Eraill	0
<u>133</u>	Is-gyfanswm	<u>0</u>
	<u>Llai Treuliau</u>	
14	Costau Bancio	0
489	Cyfrifo	0
0	Gwahaniaethau Trosiant	0
0	Tâl y Cyfarwyddwr	0
0	Cyrsiau	0
0	Costau Eraill	0
31	Dibrsiant	21
<u>535</u>	Is-gyfanswm	<u>21</u>
£ 401	Colled Net	£ 21

ACCENTA CYF
REPORT AND ABBREVIATED ACCOUNTS FOR THE YEAR
ENDED 31ST JULY 2010

COMPANY NUMBER 4826576

CONTENTS OF THE REPORT AND ABBREVIATED ACCOUNTS FOR THE YEAR
ENDED 31ST JULY 2010

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The following reflects an accounting report done on the company accounts which are the basis of the abbreviated accounts on pages 3, 4 and 5

DIRECTOR'S REPORT TO THE SHAREHOLDERS ON THE COMPANY
ACCOUNTS OF ACCENTA

In order to fulfil our duties under the Companies Act 2006, I have prepared the company financial statements which include a Statement of Financial Activities/ Income and Expenditure Account, the Balance-Sheet and the relevant notes from the financial records and information and explanations provided to me

The Company has not traded during the financial period

(Signed)

On behalf of the Director

W G Jones
Company Secretary
57 Maes Derwydd
Llangefni
LL77 7GA

ABBREVIATED BALANCE-SHEET AT 31ST JULY 2010

<u>2009</u>		<u>2010</u>
62	<u>FIXED ASSETS</u>	41
	<u>CURRENT ASSETS</u>	
	Debtors	
<u>4608</u>	Cash at bank and in hand	<u>4608</u>
<u>4670</u>		<u>4649</u>
<u>£4670</u>	<u>NET CURRENT ASSETS</u>	<u>£4649</u>
<u>£4670</u>		<u>£4649</u>
	<u>CAPITAL RESERVE</u>	
100	Shares	100
<u>4570</u>	In Other Assets	<u>4549</u>
<u>4670</u>		<u>4649</u>

In the opinion of the director, the company was entitled, under the Companies Act 2006, to exemption from audit of its accounts for the year ended 31st July 2010. No shareholder has given notice requesting an audit of these accounts.

The director is responsible for ensuring that the company keeps accounting records that conform to the act and for preparing accounts that give a true and fair reflection of the company's financial position at the end of each financial period and of the surplus of income over expenditure for each period in accordance with the requirements of the Companies Act 2006, and that otherwise conform to its requirements in so far as they are relevant to the company.

In preparing the accounts, advantage was taken of the special exemptions relating to small companies, on the basis that, in the opinion of the directors [sic], the company is a small company in accordance with the Companies Act 2006.

Approved by the Director

(Signed)

Chair

Secretary

14th of March 2011

NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31st JULY 20101 Accounting Policies(a) Convention and Policies

These accounts have been prepared under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities

(b) Cash Flow Statement

The Company has taken advantage of the right not to include a cash flow statement as it is a small firm

(c) Depreciation

The depreciation of equipment is provided at an annual rate of 33 3% (reduced balance) across the period of its expected useful life .

2 Fixed Assets

<u>COST</u>	<u>EQUIPMENT</u>	<u>TOTAL</u>
At 1 st August 2009	220	220
Additions		
Disposals		
At 31 st July 2010	<u>220</u>	<u>220</u>
 <u>DEPRECIATION</u>		
At 1 st August 2009	158	158
Depreciation for the year	21	21
Disposals		
At 31 st July 2010	<u>179</u>	<u>179</u>
 <u>NET BOOK VALUE</u>		
At 31 st July 2010	£41	£41
At 31 st July 2009	£62	£62

WELSH COMMITTEE
ALLOCATED ACTIONS FROM MEETING HELD ON 17 FEBRUARY 2011

PARA REF	ACTION POINT	DESIGNATED COMMITTEE MEMBER	DATE FOR COMPLETION	ACTION POINT UPDATE
2	A WSCR to be raised for an electronic key to be put on the Welsh homepage of the new website which will link to information on how to request Welsh correspondence	Anne	Asap	Action completed – new link on top right hand side of Welsh homepage
3	Rachael, Alun and Anne to get together ex-committee to discuss the WLB Monitoring report that has to be submitted by the end of June Rachael to check when the Welsh DCA would be delivered for Webfiling	Rachael Rachael	Asap Asap	Rachael, Alun, Anne and Jane met to discuss the report for the Welsh Language Board. The report will also be used to help BIS with their report on their Welsh Language Scheme. The development of a fully Welsh Webfiling form AA2 (DCA) will be dependent on the outcome of ESP. Current Welsh accounts are not planned to be included. A separate CR or project would be required.
4	Rachel to approach Procurement and Gail Richards to ascertain whether it would be possible to set up SLAs with both the Foreign and Commonwealth Office and Pennawd	Rachael	Asap	Procurement have agreed that a 2 nd SLA can be set for Pennawd but we will wait a few months to assess how they are performing
6	Anne reported that there was an issue in relation to forms for Registrar's Powers, in particular form RP04(second filing of a document previously delivered) which is being introduced in April. This form is only applicable to certain forms all of which are listed in Section 3. All the forms listed have bilingual equivalents but are not included in Section 3 even though it will still be necessary to file form RP04 with the bilingual documents. This is inconsistent with other registrar Powers forms that list bilingual documents alongside the English equivalent. Rachael agreed to raise this with the Forms team with a view to considering for the next forms release	Rachael	Asap	Rachael has sought from Neil on whether or not bilingual forms can be 2 nd filed where they contained incorrect information. The brief answer is yes but Rachael will circulate the full process separately.

AGENDA

Meeting: Welsh Committee
Date: Thursday, 12 May 2011
Time: 11am
Venue: Bonsai/Brecon

- | | |
|---|----------------|
| 1. Introduction and update on Actions from previous meeting | Rachael |
| 2. Welsh Training Update | Jeremy |
| 3. Welsh Language Board Monitoring and Reporting | Anne |
| 4. Welsh Webfiling | Anne |
| 5. Any Welsh Customer and General issues | All |
| 6. Any Other Business | |
| 7. Date of Next Meeting | |

WELSH COMMITTEE MEETING

Date: Thursday 17 February 2011

Time: 4pm

Venue: Bonsai Room, Cardiff

Attendees: Rachael Watts (Chair) Anne Davies
 Alun Howells Gerallt Rosser
 Jeremy Kinglake-Jones Meirir Morgan (Secretariat)

Apologies: Rod Baker, Jane Walters

1. Introduction

Rachael welcomed everyone to the meeting; unfortunately the video conference facility was not working and therefore Rod was unable to attend on this occasion

2. Minutes and actions from 29 November 2010

The minutes were approved as an accurate record of the previous meeting.

Updates were given on the notes/actions from the previous meeting

- Para 2.2 – A link to the Glossary had been forwarded to Alun and Rachael
- Para 2.2 – the Change Request (CR) to rectify the fault where electronic incorporations of companies registered in England & Wales with 'Cyf'; as a name ending being accepted in error had been given a 'medium' status and therefore was not currently progressing. Plans were in place for the Welsh to be incorporated into the Electronic Services Project (ESP) which should pick up this issue
- Para 2.2 - Welsh Service letters are still being generated as it is the only way that incorrect certificates and other similar issues (as mentioned above) can be picked up. However as the number of errors is steadily decreasing, it is hoped to stop these letters altogether in the near future and customers will be asked to contact us rather than vice versa. It is hoped that this can be done by having an electronic key put on the Welsh homepage of the new website which will link to information on how to request Welsh correspondence. Anne agreed to raise a WSCR for this. Anne also suggested that a letter should be sent to customers who correspond with us in Welsh but who have not signed up to a Welsh service for whatever reason, asking them whether they would like future correspondence to be bilingual. **Action Point 1: Anne**
- Para 2.2 – Rachael had spoken to the project manager and Rod Lloyd this morning and they were not aware of the Welsh PROOF confirmation being sent out in English. We have also not had any complaint regarding this.
- Para 4.1 – Jeremy provided the attendance figures for training classes.
 - Proficiency* (4 classes held since October 2010) – 11 people invited with an average attendance of 6
 - Advance* (15 classes held since October 2010) – 6 people invited with 4 attending (1 on long term sick and 1 on maternity leave)

Foundation (15 classes held since September 2010) – 12 people invited with an average of 8-10 attending each class

Haulwen had asked members of the Advanced class if they were prepared to go along to the Proficiency class on a trial basis but members seemed reluctant to take on this opportunity as they did not feel confident enough to take this step forward. The Committee felt that some members of that group should now be in a position to assist with some Welsh work, for example, Welsh documents processing etc. A decision would need to be made shortly on whether to budget for a new beginners class in September but this would be dependant on the Advanced Class moving up to join the Proficiency class or wait another 12 months.

- Para 4.3 – Cath Hughes had not received any further information from the Welsh Assembly with regards to the consolidated approach to Welsh training but would be happy to contact them further if the Committee requested her to do so
- Para 5 – Welsh Web filing would be incorporated within ESP, with all mandated documents being made available; however, this would be dependant on cost including the joint filing template for unaudited accounts (HMRC)
- Para 6.1 – the issue in relation to incorrect England/Wales Certificates was ongoing and no complaints had been received to date. Most companies involved had received Certificates of Fact and the system was now showing that the companies were registered in Wales. IT had placed a Welsh flag against some of these companies in error and Ceri Morris was now reviewing the number of companies who have a Welsh flag on CHIPS (which generates bilingual correspondence) to check if they had requested the Welsh service or not. Those who have not requested a Welsh Service or who are ineligible will have the flag removed

3. **Welsh Language Board (WLB) Monitoring and Reporting**

Rachael and Anne had received a complaint (copied to the WLB) in relation to the lack of DCA availability for Webfiling in Welsh, this is also not available in paper format. There was a need to reconfirm within the plan when this was to be delivered

The action plan would need to be reviewed as the end of the monitoring year is the end of March 2011 and we are required to submit a report by the end of June. Rachael, Anne and Alun would meet ex-Committee to review this. Once the report was completed it would be circulated to the Committee for information. **Action Point 2: Rachael**

4. **Welsh Translation SLA**

The translation SLA was due to be renewed at the end of March 2011. A competitive tender had been submitted by Pennawd but there were concerns that they may not be able to cope with the capacity of work submitted by Companies House

A piece of work had been sent to Pennawd which had been returned promptly and to a good standard

The WLB was being disbanded and a new Welsh Language Commissioning body was being set up; it was not yet clear whether this would change the way that Companies House handled the Welsh

Welsh statistics were currently being gathered for ESP

7. Next Meeting

The next meeting was scheduled for Thursday, 12 May 2011 at 11am by video conference between Bonsai and Brecon Rooms

Meinir Morgan
Secretariat
February 2011

It was agreed that Rachael would approach Procurement and Gail Richards (Policy & Planning) to ascertain whether it would be possible to set up SLAs with both the Foreign and Commonwealth Office and Pennawd. If so any overflow could be forwarded to Pennawd in the first instance to allow more time to assess the service being provided from them. **Action Point 3: Rachael**

5. Welsh Webfiling

Anne reported that due to lack of Welsh support for query handling there have again been recent instances where customers have been passed from one extension to another with Anne having to take down details of their query and call them back with a reply in most instances. This was not ideal and the Committee suggested that it may be possible to set up a dedicated Welsh voicemail service to give some support, although this would not help those needing assistance in inputting data whilst on the telephone.

6. Welsh Customers and General Issues

Anne reported that there was an issue in relation to forms for Registrar's Powers, in particular form RP04 (second filing of a document previously delivered) which is being introduced in April. This form is only applicable to certain forms all of which are listed in Section 3. All the forms listed have bilingual equivalents but are not included in Section 3 even though it will still be necessary to file form RP04 with the bilingual documents. This is inconsistent with other registrar Powers forms that list bilingual documents alongside the English equivalent. Rachael agreed to raise this with the Forms team with a view to considering for the next forms release. **Action Point 4: Rachael**

Anne also questioned whether bilingual Registrar Powers forms will be available in the future. Registrar Powers forms are applicable to bilingual documents so at the moment if customers need to amend bilingual forms they will have to submit an English RP form. It has always been our policy that only the most popular forms are available bilingually and as Registrars Powers forms are not considered common forms, it is not likely that bilingual versions of these forms will be available.

All Businesslink guidance was returned sooner than anticipated but Anne was concerned that despite asking for feedback when returning the first batch of 5 documents, none was received until all 27 documents had been returned. It would have helped considerably had clarification been given from the onset. The next batch of guidance is due to be sent to Companies House on 22 February and Anne had informed them that it would be impossible to complete this work before mid March.

As part of full electronic implementation, Policy had recently asked for legal advice on Welsh certificates of Incorporation. It was confirmed that we were not legally bound to provide Welsh certificates to Welsh companies (ie section 88 of Companies Act) and that it was a business decision as to whether to do so.