REGISTERED NUMBER: 2974371 (England and Wales)

### POYNTER LIMITED

ABBREVIATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 1996



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# COMPANY INFORMATION for the Year Ended 31 December 1996

**DIRECTORS:** 

N S Vincent

A R George

SECRETARY:

A R George

**REGISTERED OFFICE:** 

Sackville Place,

44-48 Magdalen Street,

Norwich, Norfolk NR3 1JU

**REGISTERED NUMBER:** 

2974371 (England and Wales)

**ACCOUNTANTS:** 

Barrow & Co

**Chartered Accountants** 

Rae House Dane Street Bishops Stortford Herts CM23 3BT

# REPORT OF THE ACCOUNTANTS TO THE SHAREHOLDERS ON THE UNAUDITED FINANCIAL STATEMENTS OF POYNTER LIMITED

The following reproduces the text of the report prepared for the purposes of Section 249A(2) of the Companies Act 1985 in respect of the company's annual financial statements, from which the abbreviated financial statements (set out on pages three to six) have been prepared.

We report on the financial statements for the year ended 31 December 1996 set out on pages one to twelve.

#### Respective responsibilities of directors and reporting accountants

As described on page five the company's directors are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

#### Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

### Fundamental uncertainty

We have considered the adequacy of the disclosures made in note 1 to the financial statements which indicates the need for the continued support of the companys bankers and creditors. The financial statements have been prepared on a going concern basis, the validity of which depends on their continued support. The financial statements do not include any adjustments that would be necessary if such support was not given. Details of the circumstances relating to this fundamental uncertainty are described in note 1.

#### Opinion

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

Barrow & Co Chartered Accountants Rae House Dane Street Bishops Stortford Herts CM23 3BT

25 March 1997

Barrow & Co

# ABBREVIATED BALANCE SHEET 31 December 1996

	_	31.12.96		31.12.95	
FIVER ACCURA	Notes	٤	£	£	£
FIXED ASSETS: Tangible assets	2		22,002		2,379
CURRENT ASSETS:					
Stocks		12,940		14,720	
Debtors		38,835		10,814	
Cash at bank		1		6	
CREDITORS: Amounts falling		51,776		25,540	
due within one year	3	74,049		61,313	
NET CURRENT LIABILITIES:		<del></del>	(22,273)	<del></del>	(35,773)
TOTAL ASSETS LESS CURRENT					
LIABILITIES:			(271)		(33,394)
CREDITORS: Amounts falling	_				
due after more than one year	3		32,295		
			£(32,566)		£(33,394)
CAPITAL AND RESERVES:					
Called up share capital	4		100		100
Profit and loss account	•		(32,666)		
					(33,494)
Shareholders' funds			£(32,566)		£(33,394)

The company is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ending 31 December 1996.

No notice has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its financial statements for the financial year.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

Advantage has been taken of the exemptions conferred by Section A of Part III of Schedule 8 to the Companies Act 1985 on the grounds that, in the opinion of the directors, the company is entitled to the benefit of those exemptions as a small company.

# ABBREVIATED BALANCE SHEET 31 December 1996

In preparing the full financial statements, the directors have taken advantage of special exemptions applicable to small companies conferred by Part I of Schedule 8 to the Companies Act 1985. The directors have done so on the grounds that, in their opinion, the company is entitled to the benefit of those exemptions because it meets the qualifying conditions for small companies as stated in Section 247 of the Companies Act 1985.

## ON BEHALF OF THE BOARD:

N S Vincent Director

A R George Director

Approved by the Board on 22 March 1997

## NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS for the Year Ended 31 December 1996

### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements have been prepared on a going concern basis which assumes the continued support of the companys bankers and creditors. If this assumption proves invalid the preparation of these financial statements on a going concern basis may prove to have been inappropriate, in which case adjustments would have to be made to reduce the balance sheet values of assets to their recoverable amounts and to provide for furthur liabilities that might arise. Fixed assets would then be reclassified as current assets.

The directors believe that it is appropriate to prepare the accounts on a going concern basis.

### **Accounting convention**

The financial statements have been prepared under the historical cost convention.

#### Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

#### 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.

Motor vehicles

- 15% on reducing balance

Computer equipment

- 33% 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.

# 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.

# NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS for the Year Ended 31 December 1996

# 2. TANGIBLE FIXED ASSETS

3.

4.

					Total
COST:					£
At 1 Januar Additions	ry 1996				3,549 23,103
At 31 Dece	mber 1996				26,652
DEPRECIA At 1 Januar Charge for	ry 1996				1,170 3,480
At 31 Dece	mber 1996				4,650
NET BOOK At 31 Dece					22,002
At 31 Dece	mber 1995				2,379
CREDITOR	RS				
The following	ng secured debts are in	ncluded within creditors	:		
Pauls account	lua <b>f</b> a			31.12.96 £	31.12.95 £
Bank overd Bank loans				3,922	33,322
	se contracts			27,111 17,084	-
•					
				48,117	33,322
CALLED U	P SHARE CAPITAL				
Authorised.	allotted, issued and fu	illv paid:			
Number:	Class:		Nominal value:	31.12.96 £	31.12.95 £
100	ordinary		£1	100	100