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**SYMONS SOFTECH LIMITED**

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**DIRECTOR'S REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 NOVEMBER 2003**



**SYMONS SOFTECH LIMITED**

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**COMPANY INFORMATION**

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<b>DIRECTOR</b>	J B Symons
<b>SECRETARY</b>	C E Symons
<b>COMPANY NUMBER</b>	2995764
<b>REGISTERED OFFICE</b>	4 Acacia Park Bishops Cleeve Cheltenham Gloucestershire GL52 7WH
<b>ACCOUNTANTS</b>	HATS Gloucester LTD 163 Hucclecote Road Hucclecote Gloucester GL3 3TX
<b>BANKERS</b>	Barclays Bank plc 128 High Street Cheltenham Gloucestershire

**SYMONS SOFTECH LIMITED**

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**CONTENTS**

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	Page
<b>Director's report</b>	1
<b>Accountants' report</b>	2
<b>Profit and loss account</b>	3
<b>Balance sheet</b>	4 - 5
<b>Notes to the financial statements</b>	6 - 8
<i>The following pages do not form part of the statutory accounts:</i>	
<b>Detailed profit and loss account and summaries</b>	9 - 10

# SYMONS SOFTECH LIMITED

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## DIRECTOR'S REPORT For the year ended 30 November 2003

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The director presents his report and the financial statements for the year ended 30 November 2003.

### PRINCIPAL ACTIVITIES

The principal activity of the company was that of software engineers and computer consultants.

### DIRECTOR

The director who served during the year and his beneficial interest in the company's issued share capital was:

	Ordinary shares of £1 each	
	<u>30/11/03</u>	<u>1/12/02</u>
J B Symons	10	10

The report of the director has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on 5<sup>th</sup> APRIL 2004 and signed on its behalf.



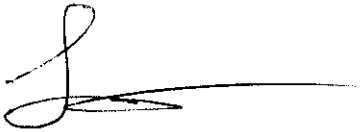
**J B Symons**  
Director

**ACCOUNTANTS' REPORT TO THE DIRECTOR ON THE  
UNAUDITED FINANCIAL STATEMENTS OF SYMONS SOFTECH LIMITED**

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As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 30 November 2003 set out on pages 3 to 8 and you consider that the company is exempt from an audit under section 249A(1) of the Companies Act 1985.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records of the company and from information and explanations supplied to us.



**HATS Gloucester LTD**

163 Hucclecote Road  
Hucclecote  
Gloucester  
GL3 3TX

23 April 2004

**SYMONS SOFTECH LIMITED**

**PROFIT AND LOSS ACCOUNT**  
For the year ended 30 November 2003

	Note	2003 £	2002 £
<b>TURNOVER</b>	1	<b>59,581</b>	<b>58,386</b>
Administrative expenses		<b>(43,733)</b>	<b>(23,487)</b>
<b>OPERATING PROFIT</b>	2	<b>15,848</b>	<b>34,899</b>
Interest receivable		<b>299</b>	<b>164</b>
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>16,147</b>	<b>35,063</b>
<b>TAX ON PROFIT ON ORDINARY ACTIVITIES</b>	4	<b>(1,268)</b>	<b>(6,065)</b>
<b>PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION</b>		<b>14,879</b>	<b>28,998</b>
<b>DIVIDENDS</b>	5	<b>(9,000)</b>	<b>(12,000)</b>
<b>RETAINED PROFIT FOR THE FINANCIAL YEAR</b>	10	<b>£ 5,879</b>	<b>£ 16,998</b>

The notes on pages 6 to 8 form part of these financial statements.

**SYMONS SOFTECH LIMITED**

**BALANCE SHEET**  
**As at 30 November 2003**

	Note	£	2003	£	£	2002	£
<b>FIXED ASSETS</b>							
Tangible fixed assets	6			971			543
<b>CURRENT ASSETS</b>							
Debtors	7	4,727			5,016		
Cash at bank		40,121			39,067		
				<u>44,848</u>		<u>44,083</u>	
<b>CREDITORS: amounts falling due within one year</b>	8	(1,885)			(6,571)		
<b>NET CURRENT ASSETS</b>				<u>42,963</u>			<u>37,512</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				<u>£ 43,934</u>			<u>£ 38,055</u>
<b>CAPITAL AND RESERVES</b>							
Called up share capital	9			10			10
Profit and loss account	10			43,924			38,045
<b>SHAREHOLDERS' FUNDS</b>				<u>£ 43,934</u>			<u>£ 38,055</u>

**SYMONS SOFTECH LIMITED**

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**BALANCE SHEET**  
**As at 30 November 2003**

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The director considers that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2) of the Act. The director acknowledges his responsibility for ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985, and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 November 2003 and of its profit for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the board on 5<sup>TH</sup> APRIL 2004 and signed on its behalf.



**J B Symons**  
Director

The notes on pages 6 to 8 form part of these financial statements.



**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 30 November 2003

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

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).

**1.2 Cash flow**

The financial statements do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective June 2002).

**1.3 Turnover**

Turnover comprises the invoiced value of goods and services supplied by the company, exclusive of Value Added Tax and trade discounts.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	-	33.33% straight line
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**2. OPERATING PROFIT**

The operating profit is stated after charging:

	2003 £	2002 £
Depreciation of tangible fixed assets:		
- owned by the company	635	400
Pension costs	5,660	3,192
	<u>          </u>	<u>          </u>

**3. DIRECTOR'S REMUNERATION**

	2003 £	2002 £
Aggregate emoluments	£ 38,060	£ 20,292
	<u>          </u>	<u>          </u>

During the year retirement benefits were accruing to 1 director (2002 - 1) in respect of money purchase pension schemes.

**4. TAXATION**

	2003 £	2002 £
UK corporation tax charge on profits of the year	£ 1,268	£ 6,065
	<u>          </u>	<u>          </u>

**SYMONS SOFTECH LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 30 November 2003

**5. DIVIDENDS**

	2003 £	2002 £
<b>On equity shares</b>		
Total dividends paid	£ 9,000	£ 12,000

**6. TANGIBLE FIXED ASSETS**

	Furniture, fittings and equipment £
<b>Cost</b>	
At 1 December 2002	2,570
Additions	1,063
At 30 November 2003	3,633
<b>Depreciation</b>	
At 1 December 2002	2,027
Charge for the year	635
At 30 November 2003	2,662
<b>Net book value</b>	
At 30 November 2003	£ 971
At 30 November 2002	£ 543

**7. DEBTORS**

	2003 £	2002 £
<b>Due within one year</b>		
Trade debtors	4,453	4,960
Other debtors	274	56
	£ 4,727	£ 5,016

NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 30 November 2003

8. CREDITORS:  
Amounts falling due within one year

	2003 £	2002 £
Corporation tax	1,100	5,896
Other creditors	785	675
	<u>£ 1,885</u>	<u>£ 6,571</u>

9. SHARE CAPITAL

	2003 £	2002 £
<b>Authorised</b>		
100,000 Ordinary shares of £1 each	<u>£ 100,000</u>	<u>£ 100,000</u>
<b>Allotted, called up and fully paid</b>		
10 Ordinary shares of £1 each	<u>£ 10</u>	<u>£ 10</u>

10. RESERVES

<b>Profit and loss account</b>	£
At 1 December 2002	38,045
Profit retained for the year	5,879
	<u>£ 43,924</u>
At 30 November 2003	

11. PENSION COMMITMENTS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £5,660 (2002 - £3,192).

12. CONTROLLING PARTY

Mr J B Symons, a director of the company, together with members of his close family, control the company by virtue of owning 100% of the issued ordinary share capital.