



**ABBREVIATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST OCTOBER 2000
FOR
COLEMANS OFFICE SUPPLIES LIMITED**



Dafferns

Chartered Accountants

COLEMANS OFFICE SUPPLIES LIMITED

**CONTENTS OF THE ABBREVIATED FINANCIAL STATEMENTS
for the year ended 31st October 2000**

	Page
Company Information	1
Report of the Auditors on the Abbreviated Financial Statements	2
Abbreviated Balance Sheet	3
Notes to the Abbreviated Financial Statements	4

COLEMANS OFFICE SUPPLIES LIMITED

COMPANY INFORMATION
for the year ended 31st October 2000

DIRECTORS: Mr S H Coleman
Mrs L M Coleman

SECRETARY: Mr M F French

REGISTERED OFFICE: 35 Warwick Street
Leamington Spa
Warwickshire
CV32 5JX

REGISTERED NUMBER: 3655337 (England and Wales)

AUDITORS: Dafferns
Chartered Accountants
Registered Auditors
Warwick House
32 Clarendon Street
Leamington Spa
CV32 4PG

COLEMANS OFFICE SUPPLIES LIMITED

**REPORT OF THE INDEPENDENT AUDITORS TO
COLEMANS OFFICE SUPPLIES LIMITED
UNDER SECTION 247B OF THE COMPANIES ACT 1985**

We have examined the abbreviated financial statements on pages three to five, together with the full financial statements of the company for the year ended 31st October 2000 prepared under Section 226 of the Companies Act 1985.

Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated financial statements 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 financial statements prepared in accordance with Sections 246(5) and (6) of the Act to the Registrar of Companies and whether the financial statements to be delivered are properly prepared in accordance with those provisions and to report our opinion to you.

Basis of audit 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 financial statements and that the abbreviated financial statements 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 financial statements prepared in accordance with Sections 246(5) and (6) of the Companies Act 1985, and the abbreviated financial statements on pages three to five are properly prepared in accordance with those provisions.



Dafferns
Chartered Accountants
Registered Auditors
Warwick House
32 Clarendon Street
Leamington Spa
CV32 4PG

Dated: 7th August 2001

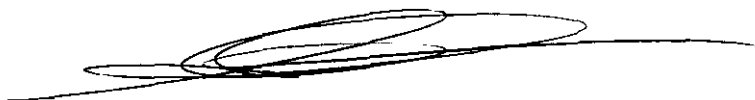
COLEMANS OFFICE SUPPLIES LIMITED

ABBREVIATED BALANCE SHEET
31st October 2000

		2000		1999	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	2		88,533		79,229
CURRENT ASSETS:					
Stocks		31,979		32,324	
Debtors		203,221		194,040	
Cash at bank and in hand		86,063		30,570	
		<u>321,263</u>		<u>256,934</u>	
CREDITORS: Amounts falling due within one year		<u>261,496</u>		<u>262,110</u>	
NET CURRENT ASSETS/(LIABILITIES):			<u>59,767</u>		<u>(5,176)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			148,300		74,053
CREDITORS: Amounts falling due after more than one year			<u>25,294</u>		<u>23,978</u>
			<u>£123,006</u>		<u>£50,075</u>
CAPITAL AND RESERVES:					
Called up share capital	3		2		2
Profit and loss account			<u>123,004</u>		<u>50,073</u>
SHAREHOLDERS' FUNDS:			<u>£123,006</u>		<u>£50,075</u>

These abbreviated financial statements 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:



Mr S H Coleman - DIRECTOR

Approved by the Board on 7th August 2001

COLEMANS OFFICE SUPPLIES LIMITED

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS for the year ended 31st October 2000

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 March 2000).

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.

Fixtures and fittings	- 15% on cost
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.

Deferred taxation

Provision is made at current rates for taxation deferred in respect of all material timing differences except to the extent that, in the opinion of the directors, there is reasonable probability that the liability will not arise in the foreseeable future.

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.

COLEMANS OFFICE SUPPLIES LIMITED

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS
for the year ended 31st October 2000

2. TANGIBLE FIXED ASSETS

	Total
	<u>£</u>
COST:	
At 1st November 1999	106,742
Additions	40,428
Disposals	<u>(10,795)</u>
At 31st October 2000	<u>136,375</u>
DEPRECIATION:	
At 1st November 1999	27,513
Charge for year	24,036
Eliminated on disposals	<u>(3,707)</u>
At 31st October 2000	<u>47,842</u>
NET BOOK VALUE:	
At 31st October 2000	<u>88,533</u>
At 31st October 1999	<u>79,229</u>

3. CALLED UP SHARE CAPITAL

Authorised:				
Number:	Class:	Nominal value:	2000	1999
			£	£
100,000	Ordinary	£1	<u>100,000</u>	<u>100,000</u>
Allotted and issued:				
Number:	Class:	Nominal value:	2000	1999
			£	£
2	Share capital 1	£1	<u>2</u>	<u>2</u>