

COMPANY REGISTRATION NUMBER 1280022

**THE MANOR BINDERY LIMITED**  
**ABBREVIATED ACCOUNTS**  
**YEAR ENDED**  
**31 OCTOBER 2003**



**STEPHENSON SHEPPARD & CO**

Chartered Accountants  
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SP1 2PH

# **THE MANOR BINDERY LIMITED**

## **ABBREVIATED ACCOUNTS**

**YEAR ENDED 31 OCTOBER 2003**

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# THE MANOR BINDERY LIMITED

## ABBREVIATED BALANCE SHEET

31 OCTOBER 2003

	Note	2003 £	£	2002 £	£
<b>FIXED ASSETS</b>	<b>2</b>				
Tangible assets			26,395		19,119
<b>CURRENT ASSETS</b>					
Stocks		30,389		28,720	
Debtors		22,810		28,109	
Cash at bank and in hand		30,247		21,437	
		<u>83,446</u>		<u>78,266</u>	
<b>CREDITORS: Amounts falling due within one year</b>		<u>19,010</u>		<u>14,690</u>	
<b>NET CURRENT ASSETS</b>			<u>64,436</u>		<u>63,576</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>90,831</u>		<u>82,695</u>
<b>PROVISIONS FOR LIABILITIES AND CHARGES</b>			<u>1,160</u>		<u>1,282</u>
			<u>89,671</u>		<u>81,413</u>
<b>CAPITAL AND RESERVES</b>					
Called-up equity share capital	3	10,000		10,000	
Profit and loss account		79,671		71,413	
<b>SHAREHOLDERS' FUNDS</b>			<u>89,671</u>		<u>81,413</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibilities for:

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

These abbreviated accounts have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These abbreviated accounts were approved by the directors on 27 July 2004 and are signed on their behalf by:

J P BRADBURN



The notes on pages 2 to 3 form part of these abbreviated accounts.

# THE MANOR BINDERY LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS

YEAR ENDED 31 OCTOBER 2003

### 1. ACCOUNTING POLICIES

#### Basis of accounting

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

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

#### Fixed assets

All fixed assets are initially recorded at cost.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Plant and machinery	- 20% reducing balance
Furniture and equipment	- 15% reducing balance
Computer equipment	- 25% straight line

#### Stocks

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

#### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### Deferred taxation

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more tax, with the following exceptions:

Provision is made for tax on gains arising from the revaluation (and similar fair value adjustments) of fixed assets, and gains on disposal of fixed assets that have been rolled over into replacement assets, only to the extent that, at the balance sheet date, there is a binding agreement to dispose of the assets concerned. However, no provision is made where, on the basis of all available evidence at the balance sheet date, it is more likely than not that the taxable gain will be rolled over into replacement assets and charged to tax only where the replacement assets are sold;

Deferred tax assets are recognised only to the extent that the directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax is measured on an undiscounted basis at the tax rates that are expected to apply in the periods in which timing differences reverse, based on tax rates and laws enacted or substantively enacted at the balance sheet date.

# THE MANOR BINDERY LIMITED

## NOTES TO THE ABBREVIATED ACCOUNTS

YEAR ENDED 31 OCTOBER 2003

### 1. ACCOUNTING POLICIES *(continued)*

#### Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

### 2. FIXED ASSETS

	Tangible Assets £
<b>COST</b>	
At 1 November 2002	53,634
Additions	<u>10,721</u>
<b>At 31 October 2003</b>	<u><b>64,355</b></u>
<b>DEPRECIATION</b>	
At 1 November 2002	34,515
Charge for year	<u>3,445</u>
<b>At 31 October 2003</b>	<u><b>37,960</b></u>
<b>NET BOOK VALUE</b>	
<b>At 31 October 2003</b>	<u><b>26,395</b></u>
At 31 October 2002	<u>19,119</u>

### 3. SHARE CAPITAL

#### Authorised share capital:

	2003 £	2002 £
15,000 Ordinary shares of £1 each	<u>15,000</u>	<u>15,000</u>

#### Allotted, called up and fully paid:

	2003 No	£	2002 No	£
Ordinary shares of £1 each	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>