

**THE MANOR BINDERY LIMITED**  
**ABBREVIATED FINANCIAL STATEMENTS**

**31 OCTOBER 1997**

**Registered number: 1280022**

**WEEKS GREEN**  
**CHARTERED ACCOUNTANTS**

**Southampton**



**THE MANOR BINDERY LIMITED**  
**ABBREVIATED FINANCIAL STATEMENTS**  
**for the year ended 31 October 1997**

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**THE MANOR BINDERY LIMITED****ACCOUNTANTS' REPORT ON ABBREVIATED FINANCIAL STATEMENTS**

**Accountants' report  
on the unaudited financial statements to the directors of  
The Manor Bindery Limited**

The following reproduces the text of the report prepared for the purposes of section 249A(1) of the Companies Act 1985 in respect of the company's annual financial statements, from which the abbreviated financial statements (set out on pages 2 to 4) have been prepared.

'As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 October 1997, set out on pages 4 to 9, and you consider that the company is exempt both from an audit and a report under section 249A(2) 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 and information and explanations supplied to us.'

Southampton

Weeks Green  
Chartered Accountants

Date: 1 May 1998

## THE MANOR BINDERY LIMITED

## ABBREVIATED BALANCE SHEET

at 31 October 1997

	Note	1997		1996	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	2		12,189		12,495
<b>Current assets</b>					
Stocks		16,938		16,513	
Debtors		22,708		18,495	
Cash at bank and in hand		15,269		9,239	
		<u>54,915</u>		<u>44,247</u>	
<b>Creditors: amounts falling due within one year</b>		<u>(11,385)</u>		<u>(10,084)</u>	
<b>Net current assets</b>			43,530		34,163
<b>Total assets less current liabilities</b>			<u>55,719</u>		<u>46,658</u>
<b>Creditors: amounts falling due after more than one year (including convertible debt)</b>	3		<u>(3,000)</u>		<u>(3,000)</u>
			<u>52,719</u>		<u>43,658</u>
<b>Capital and reserves</b>					
Called up share capital	4		10,000		10,000
Profit and loss account			42,719		33,658
<b>Total shareholders' funds</b>			<u>52,719</u>		<u>43,658</u>

continued .....

## THE MANOR BINDERY LIMITED

ABBREVIATED BALANCE SHEET  
(continued)

at 31 October 1997

The directors consider that for the year ended 31 October 1997 the company was entitled to exemption under subsection 1 of section 249A of the Companies Act 1985. No member or members have deposited a notice requesting an audit for the current financial year under subsection 2 of section 249B of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985 and 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 financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The abbreviated financial statements on pages 2 to 4 were approved by the board of directors on 21 APRIL 1998 and signed on its behalf by:



J P Bradburn  
Chairman

**THE MANOR BINDERY LIMITED****NOTES ON ABBREVIATED FINANCIAL STATEMENTS****31 October 1997****1 Accounting policies****Basis of accounting**

The financial statements have been prepared under the historical cost accounting rules.

The company has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that it qualifies as a small company under the Companies Act 1985.

**Turnover**

Turnover represents the amount derived from the provision of goods and services falling within the company's activities after deduction of trade discounts and value added tax.

**Depreciation**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Plant and machinery	20% on reducing balance
Furniture and equipment	15% on reducing balance

**Leases and hire purchase contracts**

Rentals paid under operating leases are charged to income as incurred.

**Stocks and work in progress**

Stocks are valued at the lower of cost and net realisable value. Cost is computed on a first in first out basis. The cost of work in progress and finished goods includes all production overheads and depreciation and the attributable proportion of indirect overheads based on the normal level of activity. Net realisable value is based on estimated selling price less the estimated cost of disposal.

**Deferred taxation**

Deferred taxation is provided on the liability method in respect of the taxation effect of all timing differences to the extent that tax liabilities are likely to crystallise in the foreseeable future.

## THE MANOR BINDERY LIMITED

## NOTES ON ABBREVIATED FINANCIAL STATEMENTS

31 October 1997

## 2 Fixed assets

Cost	Tangible fixed assets £
1 November 1996	35,008
Additions	2,250
31 October 1997	<u>37,258</u>
<b>Depreciation</b>	
1 November 1996	22,513
Charge for year	2,556
31 October 1997	<u>25,069</u>
<b>Net book amount</b>	
31 October 1997	<u>12,189</u>
1 November 1996	<u>12,495</u>

3 Creditors: amounts falling due  
after more than one year

	1997 £	1996 £
Creditors include the following amounts:		
<b>Amounts falling due after more than five years:</b>		
Directors loan accounts	<u>3,000</u>	<u>3,000</u>

The loans from directors are sub-ordinated, unsecured and interest free. There are no fixed repayment terms.

## 4 Called up share capital

	1997		1996	
	Number of shares	£	Number of shares	£
<b>Authorised</b>				
Ordinary shares of £1	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Allotted called up and fully paid</b>				
Ordinary shares of £1	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>