

THURSDAY



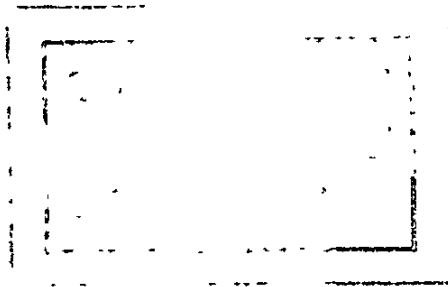
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UNIVERSAL ENVELOPE MACHINERY LIMITED
UNAUDITED ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2010

Company Registration Number 4345655

RSM Tenon Limited
2 Wellington Place
Leeds, LS1 4AP

UNIVERSAL ENVELOPE MACHINERY LIMITED
ABBREVIATED ACCOUNTS
YEAR ENDED 31 DECEMBER 2010

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UNIVERSAL ENVELOPE MACHINERY LIMITED*Registered Number 4345655***ABBREVIATED BALANCE SHEET****31 DECEMBER 2010**

	Note	2010 £	£	2009 £	£
Fixed assets	2				
Tangible assets			16,824		18,048
Current assets					
Stocks		38,151		11,048	
Debtors		267,771		173,180	
Cash at bank and in hand		1,122		5,359	
		<u>307,044</u>		<u>189,587</u>	
Creditors' Amounts falling due within one year	3	<u>(319,679)</u>		<u>(171,128)</u>	
Net current (liabilities)/assets			(12,635)		18,459
Total assets less current liabilities			<u>4,189</u>		<u>36,507</u>
Creditors: Amounts falling due after more than one year			-		(35,000)
			<u>4,189</u>		<u>1,507</u>
Capital and reserves					
Called-up share capital	5		10		10
Profit and loss account			4,179		1,497
Shareholders' funds			<u>4,189</u>		<u>1,507</u>

The Balance sheet continues on the following page
The notes on pages 3 to 5 form part of these abbreviated accounts

UNIVERSAL ENVELOPE MACHINERY LIMITED

Registered Number 4345655

ABBREVIATED BALANCE SHEET *(continued)*

31 DECEMBER 2010

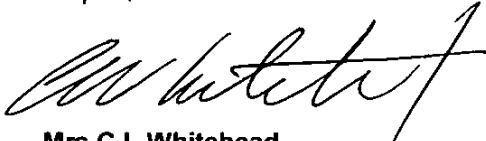
The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act

The directors acknowledge their responsibilities for

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 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 393, 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 15 of the Companies Act 2006

These abbreviated accounts were approved by the directors and authorised for issue on 11/11/11, and are signed on their behalf by



Mrs C L Whitehead
Director

The notes on pages 3 to 5 form part of these abbreviated accounts

UNIVERSAL ENVELOPE MACHINERY LIMITED
NOTES TO THE ABBREVIATED ACCOUNTS
YEAR ENDED 31 DECEMBER 2010

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 April 2008)

Going concern

The financial statements are prepared on a going concern basis but are reliant on the continued support of the bank

Turnover

The turnover shown in the profit and loss account represents the value of all goods sold during the period, less returns received, at selling price exclusive of Value Added Tax

Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Cost represents purchase price together with any incidental costs of acquisition

Depreciation

Depreciation is calculated so as to write off the cost of an asset, net of anticipated disposal proceeds, over the useful economic life of that asset as follows

Fixtures & Fittings	- 15% reducing balance basis
Motor Vehicles	- 25% reducing balance basis
Computer equipment	- 33 33% straight line basis

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. Net realisable value is the anticipated sales proceeds less any costs of disposal

Foreign currencies

Transactions denominated in foreign currencies are recorded at the rates of exchange ruling at the dates of the transactions, or at an average rate for the period if the rates do not fluctuate significantly. Monetary assets and liabilities are translated at year end exchange rates or, where appropriate, at rates of exchange fixed under the terms of the relevant transaction. The resulting exchange rate differences are charged to the profit and loss account

UNIVERSAL ENVELOPE MACHINERY LIMITED
NOTES TO THE ABBREVIATED ACCOUNTS
YEAR ENDED 31 DECEMBER 2010

2 Fixed assets

	Tangible Assets £
Cost	
At 1 January 2010	51,098
Additions	<u>4,334</u>
At 31 December 2010	<u>55,432</u>
Depreciation	
At 1 January 2010	33,050
Charge for year	<u>5,558</u>
At 31 December 2010	<u>38,608</u>
Net book value	
At 31 December 2010	<u>16,824</u>
At 31 December 2009	<u>18,048</u>

3. Creditors: Amounts falling due within one year

The following liabilities disclosed under creditors falling due within one year are secured by the company

	2010 £	2009 £
Bank loans and overdrafts	<u>8,131</u>	<u>80,557</u>

4. Related party transactions

In the course of the financial year the company acquired assets from employees at a cost of £nil (2009 - £14,000)

Directors loan accounts

The following balances owed by the directors were outstanding at the year end

	Maximum balance £	2010 £	2009 £
R H Williams	48,750	48,750	49,570
G E Whitehead	20,069	20,069	12,991
C L Whitehead	<u>23,334</u>	<u>23,334</u>	<u>3,474</u>
	<u>92,153</u>	<u>92,153</u>	<u>66,035</u>

No interest is charged in respect of these balances

UNIVERSAL ENVELOPE MACHINERY LIMITED
NOTES TO THE ABBREVIATED ACCOUNTS
YEAR ENDED 31 DECEMBER 2010

5. Share capital

Authorised share capital:

	2010	2009
	£	£
50,000 Ordinary 'A' shares of £1 each	50,000	50,000
50,000 Ordinary 'B' shares of £1 each	50,000	50,000
	<u>100,000</u>	<u>100,000</u>

Allotted, called up and fully paid:

	2010		2009	
	No	£	No	£
6 Ordinary 'A' shares of £1 each	6	6	6	6
4 Ordinary 'B' shares of £1 each	4	4	4	4
	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>