

For a company limited by shares which is not a subsidiary and where the only transaction is the issue of subscriber shares

CHWP000

Company Number

5319870

Company Name in full

ENVELOPES LTD

Balance Sheet as at

31 DECEMBER 2005

	Current Year	Previous Year
	2005	
Called up Share Capital not paid	£	
Cash at Bank and in Hand	£ 2	
NET ASSETS	£ 2	£
<i>Authorised share capital:</i>		
100 ordinary shares of £ 1.00 each		
<i>Issued share capital:</i>		
2 ordinary shares of £ 1.00 each	2	
SHAREHOLDERS' FUNDS	£ 2	£

Notes:

- During the year the company allotted 2 ordinary shares with an aggregate nominal value of £ 2.00, the consideration received by the company was £ 2.
- During the year the company acted as an agent for a person - **if this applies please tick the box**

Statements:

- For the year ended 31 DECEMBER 2005 (date) the company was entitled to exemption under section 249AA(1) of the Companies Act 1985.
- Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.
- The director(s) acknowledge(s) responsibility for:
 - ensuring the company keeps accounting records which comply with section 221, and
 - preparing accounts 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 and loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

These accounts were approved by the Board of Directors

on 31/8/6 and signed on their behalf by:
Director(s)

Rd Hayden

You do not have to give any contact information in the box below but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact details:

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when recording transactions. It details the steps from initial entry to final review and approval, ensuring that all data is entered correctly and verified.

3. The third part of the document addresses the role of the accounting department in maintaining these records. It describes the responsibilities of the staff and the tools and systems used to manage the data efficiently and accurately.

4. The fourth part of the document discusses the importance of regular audits and reviews of the records. It explains how these checks help identify any discrepancies or errors and ensure that the records remain up-to-date and reliable.

5. The fifth part of the document covers the security and protection of the records. It outlines the measures taken to prevent unauthorized access, loss, or tampering of the data, ensuring that the information remains confidential and secure.

6. The final part of the document provides a summary of the key points and reiterates the importance of strict adherence to the outlined procedures. It concludes by stating that consistent and accurate record-keeping is essential for the long-term success and integrity of the organization.