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ENNIS BUSINESS FORMS INC

Form 11-K

June 30, 2003

FORM 11-K

SECURITIES AND EXCHANGE COMMISSION  
WASHINGTON, DC 20549

(MARK ONE)

(X) ANNUAL REPORT PURSUANT TO SECTION 13 OR 15(d) OF THE  
SECURITIES EXCHANGE ACT OF 1934

For the Calendar year ended December 31, 2002

( ) TRANSITION REPORT PURSUANT TO SECTION 13 OR 15(d) OF THE  
SECURITIES EXCHANGE ACT OF 1934

For the transition period from \_\_\_\_\_ to \_\_\_\_\_  
Commission File Number 1-5807  
\_\_\_\_\_

A. Full title of the plan and the address of the plan, if  
different from that of the issuer named below:

Ennis Business Forms, Inc. 401(k) Plan

B. Name of issuer of the securities held pursuant to the plan  
and the address of its principal executive office:

Ennis Business Forms, Inc.  
1510 North Hampton Road, Suite 300  
DeSoto, TX 75115

ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Financial Statements and Supplemental Schedule  
(Modified Cash Basis)

Years ended December 31, 2002 and 2001

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ENNIS BUSINESS FORMS, INC. 401(k) PLAN

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## Independent Auditors' Report

To the Participants and Administrator  
Ennis Business Forms, Inc. 401(k) Plan

We have audited the accompanying statement of net assets available for benefits (modified cash basis) of the Ennis Business Forms, Inc. 401(k) Plan as of December 31, 2002, and the related statement of changes in net assets available for benefits (modified cash basis) for the year then ended. These financial

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statements are the responsibility of the Plan's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 2, the financial statements and supplemental schedule were prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for benefits (modified cash basis) of the Ennis Business Forms, Inc. 401(k) Plan as of December 31, 2002, and the changes in net assets available for benefits (modified cash basis) for the year then ended in conformity with the modified cash basis of accounting described in Note 2.

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying supplemental schedule (modified cash basis) of assets (held at end of year) as of December 31, 2002 is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. The supplemental schedule is the responsibility of the Plan's management. The supplemental schedule (modified cash basis) has been subjected to the auditing procedures applied in our audit of the 2002 financial statements and, in our opinion, is fairly stated in all material respects in relation to the 2002 financial statements taken as a whole.

/s/ Travis, Wolff & Company, L.L.P.

Dallas, Texas  
June 17, 2003

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To the Participants and Administrator  
Ennis Business Forms, Inc. 401(k) Plan:

We have audited the accompanying statement of net assets available for benefits (modified cash basis) of the Ennis Business Forms, Inc. 401(k) Plan as of December 31, 2001. This financial statement is the responsibility of the Plan's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 2, the financial statement was prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the net assets available for benefits (modified cash basis) of the Ennis Business Forms, Inc. 401(k) Plan as of December 31, 2001, in conformity with the modified cash basis of accounting described in Note 2.

/s/ Ernst & Young LLP

Dallas, Texas  
April 30, 2002

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ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Statements of Net Assets Available for Benefits  
(Modified Cash Basis)

December 31, 2002 and 2001

	2002	2001
	----	----
Assets:		
Investments, at fair value		
Investments held by Trustee	\$ 13,080,750	\$ 14,062,430
Participant Loans	620,122	586,337
	-----	-----

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Net assets available for benefits	\$ 13,700,872	\$ 14,648,767
	=====	=====

See accompanying notes.

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ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Statement of Changes in Net Assets Available for Benefits  
(Modified Cash Basis)

Year ended December 31, 2002

Additions to net assets attributed to:	
Employee contributions	\$ 1,663,991
Rollover contributions	117,101
In-kind contributions	36,557
Employer matching contributions	58,400
Employer profit sharing contributions	450,000
Investment income (loss):	
Interest and dividends	200,168
Net depreciation in fair value of investments	(2,796,426)
	-----
Net additions	(270,210)
	-----
Deductions from net assets attributed to:	
Administrative expenses	84,766
Benefits paid and withdrawals	592,919
	-----

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Total deductions	677,685
	-----
Net decrease	(947,895)
Net assets available for benefits at beginning of year	14,648,767
	-----
Net assets available for benefits at end of year	\$ 13,700,872
	=====

See accompanying notes.

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ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Notes to Financial Statements  
(Modified Cash Basis)

December 31, 2002 and 2001

1. Description of the Plan

The following description of the Ennis Business Forms, Inc. (the Company) 401(k) Plan (the Plan) provides only general information. Participants should refer to the Plan document for a more complete description of the Plan's provisions.

(a) General

The Plan was formed February 1, 1994 and is a defined contribution plan covering substantially all employees of the Company. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA) and the Internal Revenue Code (IRC). In addition, the financial statements have been prepared in compliance with ERISA.

(b) Eligibility

Employees age 18 and older of the Company are eligible to participate in the Plan after completing 60 days of service, as defined by the Plan.

(c) Contributions

Participants may make voluntary contributions to the Plan ranging from 1% to 100% of eligible pay subject to the Internal Revenue Service (IRS) annual limitations. The Plan allows rollovers of distributions from other qualified plans. The Plan provides for 50% employer matching contribution or discretionary employer contributions not to exceed \$1,000 for certain employees not enrolled in the Pension Plan for Employees of Ennis

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Business Forms, Inc. Eligibility for employer contributions depends on the participant's employment location.

During the year, the Company made a profit sharing contribution of \$450,000 on behalf of the former employees of Northstar Computer Forms, Inc in accordance with their original Plan. The Northstar Computer Forms, Inc. 401(k) Profit Sharing Plan was merged into the Plan on February 1, 2001.

### (d) Participant Accounts

Each participant's account is credited with the participant's contribution, any employer contribution, and allocation of the Plan earnings. Allocations are based on participant earnings or account balances, as defined in the Plan document. The benefit to which a participant is entitled is the benefit that can be provided from the participant's interest in his or her account.

### (e) Vesting

Participants are immediately vested in their contributions plus actual earnings thereon and qualified employer matching contributions. Profit sharing contributions vest over a period of five years.

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## ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Notes to Financial Statements (continued)  
(Modified Cash Basis)

December 31, 2002 and 2001

### 1. Description of the Plan - Continued

#### (f) Loans

Under provisions of the Plan, participants may borrow up to 50% of their total account balance up to a maximum of \$50,000. Loan repayments are made in equal installments through payroll deductions generally over a term not to exceed five years. All loans are considered a directed investment from the participant's Plan account with all payments of principal and interest credited to the participant's account. A maximum number of two outstanding loans are allowed per individual. The minimum loan is \$1,000 and requires a \$75 set-up fee payable for each loan. The interest rate is determined based on the prime rate as determined by the Plan's trustee plus 2%, as determined by the Plan's trustee.

### 2. Summary of Significant Accounting Policies

#### (a) Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis of accounting and present the net assets available for benefits and changes in those net assets. Consequently, certain additions and the related assets are recognized when received rather than when earned and certain deductions are recognized when paid rather than when the obligation is incurred. Investments are adjusted to fair value for presentation in the accompanying financial statements. Purchases and sales are recorded on a trade-date basis. The modified cash basis of accounting is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

(b) Use of Estimates

The preparation of financial statements in conformity with the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America, requires management to make estimates that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

(c) Investments

Investments in registered investment companies are valued at published market prices, which represent the net asset value of the shares held by the Plan at year-end. Units of common collective trusts are valued based on the fair value of the underlying assets of the trust as determined by the trust sponsor. Common stock is valued at the quoted market price on the last business day of the year. Money market funds are valued at cost, which approximates market value. Participant loans are valued at cost, which approximates fair value.

(d) Benefits paid to Participants

Benefits paid to participants are recorded as a reduction of net assets available for benefits when paid.

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ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Notes to Financial Statements (continued)  
(Modified Cash Basis)

December 31, 2002 and 2001

3. Investments

Participants may direct the allocation of amounts deferred to the available investment funds. Provisions of the plan allow participant contributions in 5% increments to be vested in any of the available funds.

The Plan's investments, at fair value, at December 31, 2002 and 2001 were comprised of the following:



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	2002		2001
		----	----
Wells Fargo Treasury Plus Money Market	\$ 2,706,147 *		\$ 2,282,340 *
Pimco Total Fund	634,816		307,879
Janus Balanced Fund	1,051,303 *		1,023,648 *
Wells Fargo LifePath 2010 Fund	116,003		120,962
Wells Fargo LifePath 2020 Fund	468,357		541,653
Wells Fargo LifePath 2030 Fund	1,515,361 *		1,938,833 *
Wells Fargo LifePath 2040 Fund	140,261		136,685
Aim Basic Value Fund	113,451		87,084
Wells Fargo Index Fund	633,455		836,474 *
Goldman Sachs Capital Growth	1,629,072 *		2,078,016 *
Wells Fargo Large Company Growth Fund	431,423		457,738
Janus Twenty Fund	158,059		191,395
INVESCO Dynamics Fund	2,203,075 *		3,082,949 *
INVESCO Small Capital Growth Fund	371,700		455,130
Janus Worldwide Fund	294,955		338,793
Ennis Business Forms, Inc. Common Stock	613,312		182,851
Participant loans	620,122		586,337
	-----		-----
Total investments	\$ 13,700,872		\$ 14,648,767
	=====		=====

\* Represents 5% or more of the net assets available for benefits

During 2002, the Plan's investments (including investments bought, sold and held during the year) appreciated (depreciated) in value as follows:

Registered investment companies	\$ (2,823,996)
Common stock	27,570
	-----
	\$ (2,796,426)
	=====

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ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Notes to Financial Statements (continued)  
(Modified Cash Basis)

December 31, 2002 and 2001

4. Plan Termination

Although the Company has not expressed any intent to do so, it has the right under the plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA.

5. Tax Status of Plan

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The Plan has obtained its latest determination letter dated September 27, 2002 in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The plan administrator and the Plan's management believe that the Plan is currently being operated within the applicable IRS rules and regulations.

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ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Schedule H, Line 4i - Schedule of Assets (Held at End of Year)

EIN: 75-0256410

Plan#: 011

December 31, 2002

(b) Identity of issuer, borrower, lessor or similar party	(c) Description of investments including maturity date, rate of interest, collateral, par, or maturity value	(d) Cost	(e) Current value
	Wells Fargo Treasury Plus		
(a) Wells Fargo Fund*	Money Market	**	\$ 2,706,147
Pimco Funds	Pimco Total Fund	**	634,816
Janus Funds	Janus Balanced Fund	**	1,051,303
Wells Fargo Fund*	Wells Fargo LifePath 2010 Fund	**	116,003
Wells Fargo Fund*	Wells Fargo LifePath 2020 Fund	**	468,357
Wells Fargo Fund*	Wells Fargo LifePath 2030 Fund	**	1,515,361
Wells Fargo Fund*	Wells Fargo LifePath 2040 Fund	**	140,261
Aim Family of Funds	Aim Basic Value Fund	**	113,451
Wells Fargo Fund*	Wells Fargo Index Fund	**	633,455
Goldman Sachs Asset Management	Goldman Sachs Capital Growth Fund	**	1,629,072
	Wells Fargo Large Company		

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Wells Fargo Fund*	Growth Fund	**	431,423
Janus Funds	Janus Twenty Fund	**	158,059
INVESCO Family of Funds*	Invesco Dynamics Fund	**	2,203,075
INVESCO Family of Funds*	Invesco Small Capital Growth Fund	**	371,700
Janus Funds	Janus Worldwide Fund	**	294,955
Ennis Business Forms, Inc.*	Ennis Business Forms, Inc. Common Stock	**	613,312
Participants*	Loans with interest rates ranging from 6.00% to 11.5%	-	620,122
			-----
	Total investments		\$ 13,700,872
			=====

\* Indicates party-in-interest to the Plan.

\*\* Investments are participant-directed, thus cost information is not applicable.

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SIGNATURES

Pursuant to the requirements of the Securities Exchange Act of 1934, the trustees (or other persons who administer the employee benefit plan) have duly caused this annual report to be signed on its behalf by the undersigned hereunto duly authorized.

ENNIS BUSINESS FORMS, INC. 401(k) PLAN

Date: June 30, 2003

/S/ Harve Cathey

-----  
Harve Cathey,  
Vice President - Finance and CFO,  
Secretary and Treasurer,  
Principal Financial and  
Accounting Officer  
Ennis Business Forms, Inc.

