

Abbreviated Unaudited Accounts  
for the Year Ended 31 March 2014  
for  
Berkeley Business Forms Ltd



**Berkeley Business Forms Ltd**

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for the year ended 31 March 2014**

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**Berkeley Business Forms Ltd**

**Company Information**  
**for the year ended 31 March 2014**

**DIRECTORS:**

D Mortlock  
J Mortlock

**SECRETARY:**

J Mortlock

**REGISTERED OFFICE:**

Pendle Court  
Evans Way  
Rowleys Park  
Shotton  
Flintshire  
CH5 1QJ

**REGISTERED NUMBER:**

02477382

**ACCOUNTANTS**

Hatcher Hughes Limited  
Cassidy House  
Station Road  
Chester  
Cheshire  
CH1 3DW

**Berkeley Business Forms Ltd (Registered number: 02477382)**

**Abbreviated Balance Sheet**

**31 March 2014**

	Notes	31 3 14 £	£	31 3 13 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		24,491		31,890
<b>CURRENT ASSETS</b>					
Stocks		6,924		5,097	
Debtors		155,040		180,168	
Cash at bank and in hand		115,875		46,591	
		<u>277,839</u>		<u>231,856</u>	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>174,652</u>		<u>160,808</u>	
<b>NET CURRENT ASSETS</b>			<u>103,187</u>		<u>71,048</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>127,678</u>		<u>102,938</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	3		4		4
Profit and loss account			<u>127,674</u>		<u>102,934</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>127,678</u>		<u>102,938</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

The notes form part of these abbreviated accounts

**Berkeley Business Forms Ltd (Registered number: 02477382)**

**Abbreviated Balance Sheet - continued**

**31 March 2014**

The abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

The financial statements were approved by the Board of Directors on *11th June 2014* and were signed on its behalf by



D Mortlock - Director



J Mortlock - Director

The notes form part of these abbreviated accounts

**Berkeley Business Forms Ltd**

**Notes to the Abbreviated Accounts**  
**for the year ended 31 March 2014**

**1 ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention

**Financial reporting standard number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company

**Turnover**

Turnover represents net invoiced sales of goods, excluding value added tax

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Plant and machinery etc                      -    33% on reducing balance, 25% on reducing balance and 20% on reducing balance

**Stocks**

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

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate

**2 TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 April 2013	38,974
Additions	1,370
	<hr/>
At 31 March 2014	40,344
	<hr/>
<b>DEPRECIATION</b>	
At 1 April 2013	7,084
Charge for year	8,769
	<hr/>
At 31 March 2014	15,853
	<hr/>
<b>NET BOOK VALUE</b>	
At 31 March 2014	24,491
	<hr/>
At 31 March 2013	31,890
	<hr/>

**Berkeley Business Forms Ltd**

**Notes to the Abbreviated Accounts - continued**  
**for the year ended 31 March 2014**

**3 CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid  
Number Class

4 Ordinary

Nominal  
value  
£1

31 3 14  
£  
4  
          

31 3 13  
£  
4