

Registered number

02585128

Total Computer & Office Supplies Limited

Abbreviated Accounts

31 August 2014

## **Total Computer & Office Supplies Limited**

### **Report to the directors on the preparation of the unaudited abbreviated accounts of Total Computer & Office Supplies Limited for the year ended 31 August 2014**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the abbreviated accounts of Total Computer & Office Supplies Limited for the year ended 31 August 2014 which comprise of the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>.

Raj Consultancy Ltd  
Chartered Certified Accountants  
129 Mungo Park Road

Rainham  
Essex  
RM13 7PP

19 May 2015

**Total Computer & Office Supplies Limited****Registered number:** 02585128**Abbreviated Balance Sheet****as at 31 August 2014**

	Notes	2014 £	2013 £
<b>Fixed assets</b>			
Tangible assets	2	3,505	4,540
<b>Current assets</b>			
Stocks	500	500	
Debtors	42,766	44,111	
Cash at bank and in hand	32,455	28,809	
	<u>75,721</u>	<u>73,420</u>	
<b>Creditors: amounts falling due within one year</b>	(55,308)	(44,257)	
<b>Net current assets</b>		<u>20,413</u>	<u>29,163</u>
<b>Net assets</b>		<u>23,918</u>	<u>33,703</u>
<b>Capital and reserves</b>			
Called up share capital	3	1,000	1,000
Profit and loss account		22,918	32,703
<b>Shareholders' funds</b>		<u>23,918</u>	<u>33,703</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Mr J D Gard

Director

Approved by the board on 19 May 2015

# Total Computer & Office Supplies Limited

## Notes to the Abbreviated Accounts

for the year ended 31 August 2014

### 1 Accounting policies

#### ***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### ***Turnover***

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

#### ***Depreciation***

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery	25% Reducing Balance
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#### ***Stocks***

Stock is valued at the lower of cost and net realisable value.

#### ***Deferred taxation***

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

#### ***Pensions***

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

### 2 Tangible fixed assets

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#### **Cost**

At 1 September 2013	22,149
Additions	133
At 31 August 2014	<u>22,282</u>

#### **Depreciation**

At 1 September 2013	17,609
Charge for the year	1,168
At 31 August 2014	<u>18,777</u>

#### **Net book value**

At 31 August 2014	<u>3,505</u>
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At 31 August 2013

4,540

<b>3 Share capital</b>	<b>Nominal value</b>	<b>2014 Number</b>	<b>2014 £</b>	<b>2013 £</b>
Allotted, called up and fully paid:				
Ordinary shares	£1 each	-	<u>1,000</u>	<u>1,000</u>

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.