

Registered number
02585128

TOTAL OFFICE TEAM LTD

Filleled Accounts

31 August 2020

TOTAL OFFICE TEAM LTD**Registered number:** 02585128**Balance Sheet****as at 31 August 2020**

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	3	1,629	2,172
Current assets			
Stocks		200	200
Debtors	4	16,976	27,104
Cash at bank and in hand		9,274	17,241
		<u>26,450</u>	<u>44,545</u>
Creditors: amounts falling due within one year	5	(20,012)	(49,464)
Net current assets/(liabilities)		<u>6,438</u>	<u>(4,919)</u>
Total assets less current liabilities		<u>8,067</u>	<u>(2,747)</u>
Creditors: amounts falling due after more than one year	6	(1,693)	4,637
Net assets		<u>6,374</u>	<u>1,890</u>
Capital and reserves			
Called up share capital		1,000	1,000
Profit and loss account		5,374	890
Shareholders' funds		<u>6,374</u>	<u>1,890</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.

The 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 and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

J D Gard

Director

Approved by the board on 10 February 2021

TOTAL OFFICE TEAM LTD

Notes to the Accounts

for the year ended 31 August 2020

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Plant and machinery	25% reducing balance method
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Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first in first out method. The carrying amount of stock sold is recognised as an expense in the period in which the related revenue is recognised.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

A current tax liability is recognised for the tax payable on the taxable profit of the current and

past periods. A current tax asset is recognised in respect of a tax loss that can be carried back to recover tax paid in a previous period. Deferred tax is recognised in respect of all timing differences between the recognition of income and expenses in the financial statements and their inclusion in tax assessments. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference, except for revalued land and investment property where the tax rate that applies to the sale of the asset is used. Current and deferred tax assets and liabilities are not discounted.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

2 Employees	2020	2019
	Number	Number
Average number of persons employed by the company	<u>2</u>	<u>2</u>
3 Tangible fixed assets		
		Plant and machinery etc
		£
Cost		
At 1 September 2019		<u>26,009</u>
At 31 August 2020		<u>26,009</u>
Depreciation		
At 1 September 2019		23,837
Charge for the year		<u>543</u>
At 31 August 2020		<u>24,380</u>
Net book value		
At 31 August 2020		<u>1,629</u>
At 31 August 2019		2,172
4 Debtors	2020	2019
	£	£
Trade debtors	<u>16,976</u>	<u>27,104</u>
5 Creditors: amounts falling due within one year	2020	2019
	£	£
Trade creditors	8,666	31,079
Taxation and social security costs	6,068	10,291

Other creditors	5,278	8,094
	<u>20,012</u>	<u>49,464</u>

6 Creditors: amounts falling due after one year

2020

2019

£

£

Other creditors

1,693

(4,637)

7 Other information

TOTAL OFFICE TEAM LTD is a private company limited by shares and incorporated in England. Its registered office is:

100 Squirrels Heath Road

Romford

RM3 0LU

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.