

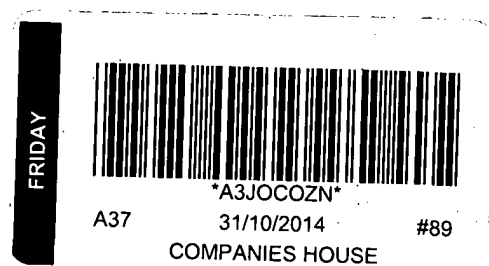
Registration number: 02725336

# ISO Chartered Secretaries Limited

Unaudited Abbreviated Accounts

for the Year Ended 31 December 2013

Manson Boxa Limited  
Chartered Accountants  
Arcade Chambers  
8 Kings Road  
Clifton  
Bristol  
BS8 4AB



# **ISO Chartered Secretaries Limited**

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The following reproduces the text of the accountants' report in respect of the company's annual financial statements, from which the abbreviated accounts (set out on pages 2 to 3) have been prepared.

**Chartered Accountants' Report to the Director on the Preparation of the Unaudited  
Statutory Accounts of  
ISO Chartered Secretaries Limited  
for the Year Ended 31 December 2013**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of ISO Chartered Secretaries Limited for the year ended 31 December 2013 set out on pages from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

This report is made solely to the Board of Directors of ISO Chartered Secretaries Limited, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of ISO Chartered Secretaries Limited and state those matters that we have agreed to state to them, as a body, in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than ISO Chartered Secretaries Limited and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that ISO Chartered Secretaries Limited has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of ISO Chartered Secretaries Limited. You consider that ISO Chartered Secretaries Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of ISO Chartered Secretaries Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

.....  
Manson Boxa Limited  
Chartered Accountants  
Arcade Chambers  
8 Kings Road  
Clifton  
Bristol  
BS8 4AB  
30 October 2014

**ISO Chartered Secretaries Limited**  
**(Registration number: 02725336)**  
**Abbreviated Balance Sheet at 31 December 2013**

|                                                | Note | 2013<br>£ | 2012<br>£ |
|------------------------------------------------|------|-----------|-----------|
| <b>Current assets</b>                          |      |           |           |
| Debtors                                        |      | 2,090     | 1,408     |
| Cash at bank and in hand                       |      | 19,267    | 18,998    |
|                                                |      | 21,357    | 20,406    |
| Creditors: Amounts falling due within one year |      | (13,714)  | (14,671)  |
| Net assets                                     |      | 7,643     | 5,735     |
| <b>Capital and reserves</b>                    |      |           |           |
| Called up share capital                        | 2    | 2         | 2         |
| Profit and loss account                        |      | 7,641     | 5,733     |
| Shareholders' funds                            |      | 7,643     | 5,735     |

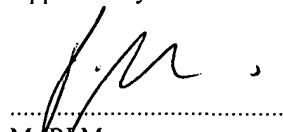
For the year ending 31 December 2013 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director acknowledges his responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime .

Approved by the director on 30 October 2014

  
.....  
Mr P J Moores  
Director

The notes on page 3 form an integral part of these financial statements.

## ISO Chartered Secretaries Limited

### Notes to the Abbreviated Accounts for the Year Ended 31 December 2013

#### 1 Accounting policies

##### Basis of preparation

The full financial statements, from which these abbreviated accounts have been extracted, 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 amounts chargeable, net of value added tax, in respect of the sale of goods and services to customers.

##### Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities. Where shares are issued, any component that creates a financial liability of the company is presented as a liability in the balance sheet. The corresponding dividends relating to the liability component are charged as interest expense in the profit and loss account.

#### 2 Share capital

##### Allotted, called up and fully paid shares

|                     | 2013     |          | 2012     |          |
|---------------------|----------|----------|----------|----------|
|                     | No.      | £        | No.      | £        |
| Ordinary of £1 each | <u>2</u> | <u>2</u> | <u>2</u> | <u>2</u> |