

21st Century Office Concepts Ltd 3164838

Abbreviated Accounts for the year ended 31 December 2010

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for the year ended 31 December 2010**

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21st Century Office Concepts Ltd

**Company Information
for the year ended 31 December 2010**

DIRECTORS:

Mr S Cooper
Mr J Edwards

SECRETARY:

Mr J Edwards

REGISTERED OFFICE:

One Thundrdge Business Park
Thundrdge
Ware
Hertfordshire
SG12 0SS

REGISTERED NUMBER:

03164838 (England and Wales)

ACCOUNTANTS:

Red Sky Solutions Ltd
Red Sky House
Fairclough Hall
Halls Green
Weston
Hertfordshire
SG4 7DP

Abbreviated Balance Sheet
31 December 2010

	Notes	2010 £	2009 £
FIXED ASSETS			
Tangible assets	2	147,627	201,901
CURRENT ASSETS			
Stocks		63,109	44,500
Debtors		224,192	181,558
Cash at bank and in hand		33	301
		<u>287,334</u>	<u>226,359</u>
CREDITORS			
Amounts falling due within one year	3	<u>363,040</u>	<u>352,580</u>
NET CURRENT LIABILITIES		<u>(75,706)</u>	<u>(126,221)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		71,921	75,680
CREDITORS			
Amounts falling due after more than one year		<u>9,844</u>	<u>14,218</u>
NET ASSETS		<u><u>62,077</u></u>	<u><u>61,462</u></u>
CAPITAL AND RESERVES			
Called up share capital	4	300	300
Profit and loss account		<u>61,777</u>	<u>61,162</u>
SHAREHOLDERS' FUNDS		<u><u>62,077</u></u>	<u><u>61,462</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2010

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2010 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

21st Century Office Concepts Ltd (Registered number: 03164838)

Abbreviated Balance Sheet - continued
31 December 2010

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 19 July 2011 and were signed on its behalf by

A handwritten signature in black ink, appearing to read 'S Cooper', is written over a circular stamp or seal.

Mr S Cooper - Director

The notes form part of these abbreviated accounts

**Notes to the Abbreviated Accounts
for the year ended 31 December 2010**

1 ACCOUNTING POLICIES

Accounting convention

The financial statements 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 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

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 33% on cost
Office equipment	- 25% 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

2 TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 January 2010	258,036
Additions	200
	<hr/>
At 31 December 2010	258,236
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DEPRECIATION	
At 1 January 2010	56,134
Charge for year	54,475
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At 31 December 2010	110,609
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NET BOOK VALUE	
At 31 December 2010	147,627
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At 31 December 2009	201,902
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3 CREDITORS

Creditors include an amount of £47,916 (2009 - £78,083) for which security has been given

4 CALLED UP SHARE CAPITAL

Allotted, issued and fully paid

Number	Class	Nominal value	2010 £	2009 £
100	Ordinary A	£1	100	100
100	Ordinary B	£1	100	100
100	Ordinary C	£1	100	100
			<hr/>	<hr/>
			300	300
			<hr/>	<hr/>