

**21st Century Office Concepts Ltd**  
**Abbreviated Accounts for the year ended 31 December 2011**

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**Contents of the Abbreviated Accounts  
for the year ended 31 December 2011**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Abbreviated Balance Sheet</b>	<b>2</b>
<b>Notes to the Abbreviated Accounts</b>	<b>4</b>

**21st Century Office Concepts Ltd**

**Company Information  
for the year ended 31 December 2011**

**DIRECTORS:**

Mr S Cooper  
Mr J Edwards

**SECRETARY:**

Mr J Edwards

**REGISTERED OFFICE:**

One Thundridge Business Park  
Thundridge  
Ware  
Hertfordshire  
SG12 0SS

**REGISTERED NUMBER:**

03164838 (England and Wales)

**ACCOUNTANTS:**

The Red Sky Partnership Ltd  
Chartered Management Accountants  
Red Sky House  
Fairclough Hall  
Halls Green  
Weston  
Hertfordshire  
SG4 7DP

**21st Century Office Concepts Ltd (Registered number. 03164838)**

**Abbreviated Balance Sheet  
31 December 2011**

	Notes	2011 £	2010 £
<b>FIXED ASSETS</b>			
Tangible assets	2	104,765	147,626
<b>CURRENT ASSETS</b>			
Stocks		65,000	63,109
Debtors		592,237	224,192
Cash at bank and in hand		90,962	33
		<u>748,199</u>	<u>287,334</u>
<b>CREDITORS</b>			
Amounts falling due within one year	3	<u>840,953</u>	<u>363,040</u>
<b>NET CURRENT LIABILITIES</b>		<u>(92,754)</u>	<u>(75,706)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		12,011	71,920
<b>CREDITORS</b>			
Amounts falling due after more than one year		<u>5,469</u>	<u>9,844</u>
<b>NET ASSETS</b>		<u><u>6,542</u></u>	<u><u>62,076</u></u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	4	300	300
Profit and loss account		<u>6,242</u>	<u>61,776</u>
<b>SHAREHOLDERS' FUNDS</b>		<u><u>6,542</u></u>	<u><u>62,076</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2011

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2011 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 2011**

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 September 2012 and were signed on its behalf by

A handwritten signature in black ink, appearing to be 'S Cooper', 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 2011**

**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 £
<b>COST</b>	
At 1 January 2011 and 31 December 2011	258,235
<b>DEPRECIATION</b>	
At 1 January 2011	110,609
Charge for year	42,861
At 31 December 2011	153,470
<b>NET BOOK VALUE</b>	
At 31 December 2011	104,765
At 31 December 2010	147,626

**3 CREDITORS**

Creditors include an amount of £45,000 (2010 - £47,916) for which security has been given

**4 CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid Number	Class	Nominal value	2011 £	2010 £
100	Ordinary A	£1	100	100
100	Ordinary B	£1	100	100
100	Ordinary C	£1	100	100
			<u>300</u>	<u>300</u>