

21st Century Office Concepts Ltd

Abbreviated Accounts for the Year Ended 31 December 2013

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for the year ended 31 December 2013**

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21st Century Office Concepts Ltd

Company Information
for the year ended 31 December 2013

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

Abbreviated Balance Sheet
31 December 2013

	Notes	2013 £	£	2012 £	£
FIXED ASSETS					
Tangible assets	2		60,853		81,138
CURRENT ASSETS					
Stocks		210,000		75,000	
Debtors		500,444		463,678	
Cash at bank and in hand		11,637		201	
		<u>722,081</u>		<u>538,879</u>	
CREDITORS					
Amounts falling due within one year	3	<u>702,663</u>		<u>573,712</u>	
NET CURRENT ASSETS/(LIABILITIES)			<u>19,418</u>		<u>(34,833)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			80,271		46,305
CREDITORS					
Amounts falling due after more than one year			-		1,458
NET ASSETS			<u>80,271</u>		<u>44,847</u>
CAPITAL AND RESERVES					
Called up share capital	4		300		300
Profit and loss account			<u>79,971</u>		<u>44,547</u>
SHAREHOLDERS' FUNDS			<u>80,271</u>		<u>44,847</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2013 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) 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.
- (b)

Abbreviated Balance Sheet - continued
31 December 2013

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 17 September 2014 and were signed on its behalf by:

Mr S Cooper - Director

**Notes to the Abbreviated Accounts
for the year ended 31 December 2013**

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 and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

2. TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 January 2013	
and 31 December 2013	<u>261,893</u>
DEPRECIATION	
At 1 January 2013	180,755
Charge for year	<u>20,285</u>
At 31 December 2013	<u>201,040</u>
NET BOOK VALUE	
At 31 December 2013	<u>60,853</u>
At 31 December 2012	<u>81,138</u>

3. CREDITORS

Creditors include an amount of £ 15,949 (2012 - £ 118,172) for which security has been given.

4. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2013 £	2012 £
100	Ordinary A	£1	100	100
100	Ordinary B	£1	100	100
100	Ordinary C	£1	<u>100</u>	<u>100</u>
			<u>300</u>	<u>300</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.