

**REGISTRAR OF COMPANIES**

Company Registration number 03362205

**A & M OFFICE SERVICES LIMITED**

**Abbreviated Accounts**

**For the year ended 31 October 2011**



# **A & M OFFICE SERVICES LIMITED**

**Financial statements for the year ended 31 October 2011**

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# A & M OFFICE SERVICES LIMITED

## Abbreviated balance sheet as at 31 October 2011


	<i>Notes</i>	<u>2011</u> £	<u>2010</u> £
<b>Fixed assets</b>			
Tangible assets	2	11,758	12,883
<b>Current assets</b>			
Debtors		53,093	57,468
Cash at bank and in hand		43,474	40,901
		96,567	98,369
<b>Creditors: amounts falling due within one year</b>		<u>(10,285)</u>	<u>(12,151)</u>
<b>Net current assets</b>		<u>86,282</u>	<u>86,218</u>
<b>Total assets less current liabilities</b>		<u>98,040</u>	<u>99,101</u>
<b>Capital and reserves</b>			
Called up share capital	3	100	100
Profit and loss account		97,940	99,001
<b>Shareholders' funds</b>		<u>98,040</u>	<u>99,101</u>

These accounts have been prepared in accordance with the provisions available to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

For the financial year ended 31 October 2011 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the 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 accounts, so far as applicable to the company.

Approved by the board of directors on 1 May 2012 and signed on its behalf

 Mrs M Bright - Director

Company Registration No: 03362205 (England and Wales)

The notes on pages 2 to 3 form part of these financial statements

# A & M OFFICE SERVICES LIMITED

## Notes to the abbreviated accounts for the year ended 31 October 2011

### 1 Accounting policies

#### a) Basis of accounting

The financial statements are prepared on the historical cost basis of accounting and have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The company has taken advantage of the exemption, conferred by Financial Reporting Standard 1, from presenting a cash flow statement as it qualifies as a small company

#### b) Turnover

Turnover represents net invoiced sales of goods and services, excluding value added tax

#### c) Depreciation of tangible fixed assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are

Equipment, fixtures and fittings                      15%    reducing balance

### 2 Fixed assets

	<i>Tangible fixed assets £</i>
<b>Cost:</b>	
At 1 November 2010	30,354
Additions	950
At 31 October 2011	<u>31,304</u>
<b>Depreciation:</b>	
At 1 November 2010	17,471
Provision for the year	2,075
At 31 October 2011	<u>19,546</u>
<b>Net book value:</b>	
At 31 October 2011	<u>11,758</u>
At 31 October 2010	<u>12,883</u>

### 3 Called-up share capital

	<u>2011</u> £	<u>2010</u> £
<b>Allotted, called up and fully paid</b>		
<b>Equity shares:</b>		
Ordinary shares of £1 each	<u>100</u>	<u>100</u>

### 4 Controlling party

In the opinion of the directors, Mrs M Bright is the ultimate controlling party

# A & M OFFICE SERVICES LIMITED

## Notes to the abbreviated accounts for the year ended 31 October 2011 (continued)

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### 5 Transactions in which the directors have an interest

During the year the following dividends were paid to directors

	2011	2010
A Bright	£2,470	£2,950
M Bright	<u>£22,230</u>	<u>£26,550</u>
	<u>£24,700</u>	<u>£29,500</u>