

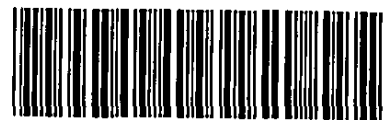
0836 2205

A & M OFFICE SERVICES LIMITED

Financial Statements

For the year ended 31 October 2009

THURSDAY



AZY6ALW4

A24

22/07/2010

428

COMPANIES HOUSE

A & M OFFICE SERVICES LIMITED

Financial statements for the year ended 31 October 2009

<i>Contents</i>	<i>Pages</i>
Directors, officers and advisers	1
Directors' report	2
Accountants' report	3
Profit and loss account	4
Balance sheet	5
Notes to the financial statements	6-8
Detailed profit and loss account	9

A & M OFFICE SERVICES LIMITED

Directors, officers and advisers

Directors

Mr A R Bright
Mrs M Bright

Secretary and registered office

Mrs M Bright
131 E High Street
Brentwood
Essex
CM14 4RZ

Registered number

03362205 (England & Wales)

Accountants

Simpson Wreford & Co
Wellesley House
Duke of Wellington Avenue
Royal Arsenal
London
SE18 6SS

A & M OFFICE SERVICES LIMITED

Directors' report for the year ended 31 October 2009

The directors present their report and the financial statements of the company for the year ended 31 October 2009

Principal activity

The principal activity of the company is the provision of office services

Directors

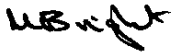
The directors who served during the year were

Mr A R Bright

Mrs M Bright

The above report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

Signed on behalf of the board




MRS M BRIGHT

Approved by the Board on 06 07 2010

A & M OFFICE SERVICES LIMITED

Accountants' Report to the Directors on the accounts for the year ended 31 October 2009

We have prepared the financial statements on pages 4 to 8, without carrying out an audit or examination, from the accounting records of the company and on the basis of information and explanations provided by you


Simpson Wreford & Co
Chartered Accountants

Wellesley House
Duke of Wellington Avenue
Royal Arsenal
London
SE18 6SS
06/07/2010

A & M OFFICE SERVICES LIMITED

Profit and loss account for the year ended 31 October 2009

	<i><u>Notes</u></i>	<i><u>2009</u></i> £	<i><u>2008</u></i> £
Turnover	2	106,139	93,904
Administrative expenses		<u>(38,376)</u>	<u>(35,782)</u>
Operating profit	3	67,763	58,122
Other interest receivable and similar income		<u>19</u>	<u>-</u>
Profit on ordinary activities before taxation		67,782	58,122
Taxation on profit on ordinary activities	4	<u>(13,552)</u>	<u>(10,869)</u>
Profit for the financial year		<u>54,230</u>	<u>47,253</u>

The notes on pages 6 to 8 form part of these financial statements

A & M OFFICE SERVICES LIMITED

Company Number 03362205 (England & Wales)

Balance sheet at 31 October 2009

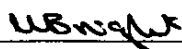
	<i>Notes</i>	<u>2009</u> £	<u>2008</u> £
Fixed assets			
Tangible assets	5	14,477	13,553
Current assets			
Debtors	6	93,320	91,811
Cash at bank and in hand		<u>22,803</u>	<u>851</u>
		116,123	92,662
Creditors: amounts falling due within one year	7	<u>(23,750)</u>	<u>(19,095)</u>
Net current assets		<u>92,373</u>	<u>73,567</u>
Total assets less current liabilities		<u>106,850</u>	<u>87,120</u>
Capital and reserves			
Called up share capital	8	100	100
Profit and loss account	9	<u>106,750</u>	<u>87,020</u>
Shareholders' funds		<u>106,850</u>	<u>87,120</u>

These accounts have been prepared in accordance with the special provisions relating to small companies 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 2009 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 06/07/2010 and signed on its behalf



Mrs M Bright - Director

The notes on pages 6 to 8 form part of these financial statements

A & M OFFICE SERVICES LIMITED

Notes to the financial statements for the year ended 31 October 2009

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 Turnover

The turnover and profit before taxation is attributable to the one principal activity of the company.

3 Profit on ordinary activities before taxation

This is stated after charging

	<u>2009</u>	<u>2008</u>
	£	£
Depreciation	<u>2,553</u>	<u>2,391</u>

4 Tax on profit on ordinary activities

	<u>2009</u>	<u>2008</u>
	£	£
United Kingdom corporation tax at 21%	13,830	11,600
Adjustments in respect of previous years	<u>(278)</u>	<u>(731)</u>
	<u>13,552</u>	<u>10,869</u>

A & M OFFICE SERVICES LIMITED

Notes to the financial statements for the year ended 31 October 2009 (continued)

5 Tangible fixed assets

	<i>Equipment fixtures & fittings</i> £
Cost:	
At 1 November 2008	26,198
Additions	3,477
At 31 October 2009	<u>29,675</u>
Depreciation:	
At 1 November 2008	12,645
Provision for the year	2,553
At 31 October 2009	<u>15,198</u>
Net book value:	
At 31 October 2009	<u>14,477</u>
At 31 October 2008	<u>13,553</u>

6 Debtors

	<u>2009</u> £	<u>2008</u> £
Trade debtors	<u>93,320</u>	<u>91,811</u>

7 Creditors: amounts falling due within one year

	<u>2009</u> £	<u>2008</u> £
Bank loans and overdrafts	500	950
Other creditors	5,063	3,255
Corporation tax	13,830	11,600
Other tax and social security	4,357	3,290
	<u>23,750</u>	<u>19,095</u>

8 Called-up share capital

	<u>2009</u> £	<u>2008</u> £
Allotted, called up and fully paid		
Equity shares:		
Ordinary shares of £1 each	<u>100</u>	<u>100</u>

A & M OFFICE SERVICES LIMITED

Notes to the financial statements for the year ended 31 October 2009 (continued)

9 Reserves

	<i>Profit and loss account £</i>
At 1 November 2008	87,020
Profit for the year	54,230
Dividends paid (note 10)	<u>(34,500)</u>
At 31 October 2009	<u>106,750</u>

10 Dividends

	<u>2009</u> £	<u>2008</u> £
<i>On equity shares:</i>		
Interim dividend in respect of the year ended 31 October 2009 of 34,500 00p (2008 39,500 00p) per share	<u>34,500</u>	<u>39,500</u>

11 Controlling party

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

12 Transactions in which the directors have an interest

During the year dividends of £34,500 (2008 £39,500) were attributed to the directors

Other creditors include a loan from directors of £363 (2008 £139) No interest is paid on the loan which is repayable on demand