

Company Registration number 03795163

THE HUMAN OFFICE LIMITED

Abbreviated Accounts

For the year ended 28 February 2013

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THE HUMAN OFFICE LIMITED

Financial statements for the year ended 28 February 2013

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THE HUMAN OFFICE LIMITED

Abbreviated balance sheet as at 28 February 2013

	<u>Notes</u>	<u>2013</u> £	<u>2012</u> £
Fixed assets			
Tangible assets	3	20,893	27,565
Current assets			
Stock		43,929	34,945
Debtors		250,756	278,383
Cash at bank and in hand		77,728	36,037
		<u>372,413</u>	<u>349,365</u>
Creditors: amounts falling due within one year		(351,997)	(361,016)
Net current assets/(2012 liabilities)		20,416	(11,651)
Total assets less current liabilities		41,309	15,914
Provision for liabilities		(895)	(2,133)
		<u>40,414</u>	<u>13,781</u>
Capital and reserves			
Called up share capital	4	20,800	800
Profit and loss account		19,614	12,981
		<u>40,414</u>	<u>13,781</u>
Shareholders' funds		<u>40,414</u>	<u>13,781</u>

For the financial year ended 28 February 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Director's responsibilities

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with Section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the board of directors on 2/10/13 and signed on its behalf



L J Green - Director

Company Registration No: 03795163

The notes on pages 2 to 4 form part of these financial statements

THE HUMAN OFFICE LIMITED

Notes to the abbreviated accounts for the year ended 28 February 2013

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

Leasehold property	Over the period of the lease
Motor vehicles	25% on net book value
Equipment, fixtures and fittings	25% on net book value
Plant and machinery	25% on net book value

d) *Stocks*

Stock and work in progress is valued at the lower of cost and estimated net realisable value

Cost of raw materials is determined on the first in first out basis. In the case of work in progress and finished goods, cost includes all direct expenditure and production overheads based on the normal level of activity. Net realisable value is the price at which the stock can be released in the normal course of business, less further costs to completion of sale.

e) *Deferred taxation*

Deferred tax is provided in respect of the tax effect of all timing differences that have originated but not reversed at the balance sheet date.

A deferred tax asset is regarded as recoverable and therefore recognised only when, on the basis of all available evidence, it can be regarded as more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted.

Deferred tax is measured on a nondiscounted basis, at the average tax rates that are expected to apply in the periods in which the timing differences are expected to reverse, based on tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

f) *Pension scheme*

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable of £481 are charged to the profit and loss account (2012: £481).

THE HUMAN OFFICE LIMITED

Notes to the abbreviated accounts for the year ended 28 February 2013 (continued)

2 Intangible fixed assets

	<u>Goodwill</u> £
Cost:	
At 1 March 2012	150,000
At 28 February 2013	<u>150,000</u>
Amortisation:	
At 1 March 2012	150,000
At 28 February 2013	<u>(150,000)</u>
Net book value:	
At 28 February 2013	<u>-</u>
At 29 February 2012	<u>-</u>

The net book value of land and buildings at 28 February 2013 is made up as follows

	<u>2013</u> £	<u>2012</u> £
Short-term leasehold premises	<u>2,165</u>	<u>2,599</u>

3 Fixed assets

	<u>Intangible fixed assets</u> £	<u>Tangible fixed assets</u> £	<u>Total</u> £
Cost:			
At 1 March 2012	150,000	140,307	290,307
Depreciation.			
At 1 March 2012	150,000	112,742	262,742
Provision for the year	-	6,672	6,672
At 28 February 2013	<u>150,000</u>	<u>119,414</u>	<u>269,414</u>
Net book value:			
At 28 February 2013	<u>-</u>	<u>20,893</u>	<u>20,893</u>
At 29 February 2012	<u>-</u>	<u>27,565</u>	<u>27,565</u>

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Notes to the abbreviated accounts for the year ended 28 February 2013 (continued)

4 Called-up share capital

	<u>2013</u> £	<u>2012</u> £
<i>Allotted, called up and fully paid</i>		
<i>Equity shares.</i>		
Class A ordinary shares of £1 each	100	100
Class B ordinary shares of £1 each	700	700
Class D ordinary shares of £1 each	100	100
	<u>900</u>	<u>900</u>
<i>Non-equity shares:</i>		
Preference shares of £1 each	20,000	-
	<u>20,900</u>	<u>900</u>

5 Controlling party

The company is under the control of Mr L Creen, director and the majority shareholder

6 Transactions with directors

Advances and credits to directors

	<i>Interest</i> <u>Rate</u> %	<i>Opening</i> <u>Balance</u> £	<i>Amounts</i> <u>Advanced</u> £	<i>Interest</i> <u>Charged</u> £	<i>Amounts</i> <u>Repaid</u> £	<i>Closing</i> <u>Balance</u> £
Loan		(75,699)	76,407	-	(66,027)	(65,319)
Loan		517	26,383	-	(26,900)	-
Rent		-	34,800	-	(34,800)	-
		<u>(75,182)</u>	<u>137,590</u>	<u>-</u>	<u>(127,727)</u>	<u>(65,319)</u>