


Abbreviated Unaudited Accounts for the Year Ended 31 March 2013
for
A J Secretarial Services Ltd

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FRIDAY


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A J Secretarial Services Ltd

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for the Year Ended 31 March 2013

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A J Secretarial Services Ltd

Company Information
for the Year Ended 31 March 2013

DIRECTORS:

N C Collinson
Mrs A J Collinson

SECRETARY:

REGISTERED OFFICE:

The House
Willow End
Lower Holbrook
Ipswich
Suffolk
IP9 2RL

REGISTERED NUMBER:

03901367 (England and Wales)

ACCOUNTANTS:

David Holm Ltd
Plum Cottage
Mersea Road
Colchester
Essex
CO2 7SG

A J Secretarial Services Ltd (Registered number 03901367)

Abbreviated Balance Sheet

31 March 2013

	Notes	31 3 13 £	£	31 3 12 £	£
FIXED ASSETS					
Tangible assets	2		1,527		1,939
CURRENT ASSETS					
Debtors		30,427		29,650	
Cash at bank and in hand		128,078		173,539	
		158,505		203,189	
CREDITORS					
Amounts falling due within one year		24,648		22,125	
NET CURRENT ASSETS			133,857		181,064
TOTAL ASSETS LESS CURRENT LIABILITIES			135,384		183,003
CAPITAL AND RESERVES					
Called up share capital	3		2		2
Profit and loss account			135,382		183,001
SHAREHOLDERS' FUNDS			135,384		183,003

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2013 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

The notes form part of these abbreviated accounts

A J Secretarial Services Ltd. (Registered number 03901367)

Abbreviated Balance Sheet - continued

31 March 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
4/10/13 . and were signed on its behalf by

Director



MRS. A.J. COLLINSON

The notes form part of these abbreviated accounts

A J Secretarial Services Ltd

Notes to the Abbreviated Accounts
for the Year Ended 31 March 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

Plant and machinery etc - 25% on reducing balance

Deferred tax

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

2 TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 April 2012 and 31 March 2013	11,402
DEPRECIATION	
At 1 April 2012	9,463
Charge for year	412
At 31 March 2013	9,875
NET BOOK VALUE	
At 31 March 2013	1,527
At 31 March 2012	1,939

3 CALLED UP SHARE CAPITAL

Allotted and issued Number	Class	Nominal value £1	31 3 13 £	31 3 12 £
2	Share capital 1		2	2