

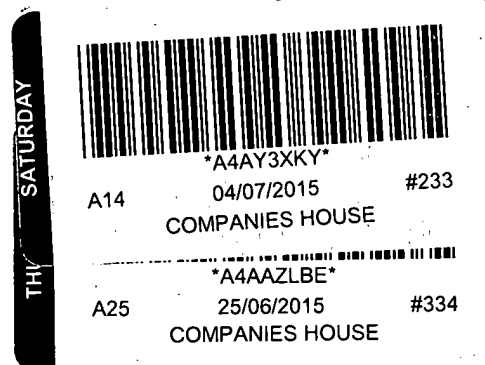
Registered Number: 03901367

England and Wales

A J Secretarial Services Ltd

Unaudited Abbreviated Report and Financial Statements

For the year ended 31 March 2015



A J Secretarial Services Ltd
Contents Page
For the year ended 31 March 2015

Accountants' Report	1
Balance Sheet	2
Notes to the Abbreviated Financial Statements	3

A J Secretarial Services Ltd
Chartered Accountants' Report
For the year ended 31 March 2015

Chartered Accountants' Report to the Board of Directors

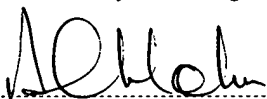
In order to assist you to fulfil your duties under Companies Act 2006, we have prepared for your approval the accounts of A J Secretarial Services Ltd for the year ended 31 March 2015 which comprise the Profit and Loss Account, Statement of Recognised Gains and Losses, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This report is made solely to the Board of Directors of A J Secretarial Services Ltd, as a body, in accordance with the terms of our engagement letter dated 8 April 2009. Our work has been undertaken solely to prepare for your approval the accounts of A J Secretarial Services Ltd and state those matters that we have agreed to state to the Board of Directors of A J Secretarial Services Ltd, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than A J Secretarial Services Ltd and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that A J Secretarial Services Ltd has kept adequate accounting records to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of A J Secretarial Services Ltd. You consider that A J Secretarial Services Ltd is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of A J Secretarial Services Ltd. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



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

15th June 2015

A J Secretarial Services Ltd
Abbreviated Balance Sheet
As at 31 March 2015

	Notes	2015 £	2014 £
Fixed assets			
Tangible assets	2	2,029	1,145
		<u>2,029</u>	<u>1,145</u>
Current assets			
Debtors		75,795	36,123
Cash at bank and in hand		74,540	88,473
		<u>150,335</u>	<u>124,596</u>
Creditors: amounts falling due within one year		(58,566)	(28,699)
Net current assets		<u>91,769</u>	<u>95,897</u>
Total assets less current liabilities		<u>93,798</u>	<u>97,042</u>
Net assets		<u>93,798</u>	<u>97,042</u>
Capital and reserves			
Called up share capital		2	2
Profit and loss account		93,796	97,040
Shareholders funds		<u>93,798</u>	<u>97,042</u>

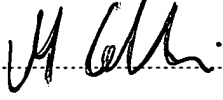
For the year ended 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- 1) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- 2) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed on behalf of the board of directors

0  MRS. A.J. COLLINSON

Date approved by the board: 15/6/15

A J Secretarial Services Ltd
Notes to the Abbreviated Financial Statements
For the year ended 31 March 2015

1 Accounting Policies

Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover represents amounts receivable for services. Amounts receivable for services performed over time are based upon the stage of completion of the services performed.

Tangible fixed assets

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer Equipment	25% Reducing balance
Fixtures and Fittings	25% Reducing balance

2 Tangible fixed assets

	Tangible fixed assets
	£
Cost or valuation	
At 01 April 2014	11,402
Additions	1,560
At 31 March 2015	<u>12,962</u>
Depreciation	
At 01 April 2014	10,257
Charge for year	676
At 31 March 2015	<u>10,933</u>
Net book values	
At 31 March 2015	<u>2,029</u>
At 31 March 2014	<u>1,145</u>