

**Abbreviated Unaudited Accounts**  
**for the Year Ended 30 September 2016**  
**for**  
**DUTY MANAGEMENT SERVICES LIMITED**

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for the Year Ended 30 September 2016**

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**DUTY MANAGEMENT SERVICES LIMITED**

**Company Information**  
**for the Year Ended 30 September 2016**

**DIRECTORS:** Mr N F P Hopwood  
Mr I Dudley

**SECRETARY:** Mr N F P Hopwood

**REGISTERED OFFICE:** Unit 2  
Pickhill Business Centre  
Smallhythe Road  
Tenterden  
Kent  
TN30 7LZ

**REGISTERED NUMBER:** 04064368 (England and Wales)

**ACCOUNTANTS:** Michael Martin Partnership Ltd  
Chartered Certified Accountants  
24 Ashford Road  
Tenterden  
Kent  
TN30 6QU

**DUTY MANAGEMENT SERVICES LIMITED (REGISTERED NUMBER: 04064368)**

**Abbreviated Balance Sheet**  
**30 September 2016**

	Notes	30.9.16 £	£	30.9.15 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		17,778		16,011
<b>CURRENT ASSETS</b>					
Debtors		304,040		180,453	
Cash at bank and in hand		<u>63,445</u>		<u>64,406</u>	
		367,485		244,859	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>96,867</u>		<u>67,709</u>	
<b>NET CURRENT ASSETS</b>			<u>270,618</u>		<u>177,150</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>288,396</u>		<u>193,161</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	3		12,000		12,000
Profit and loss account			<u>276,396</u>		<u>181,161</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>288,396</u>		<u>193,161</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) 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
- (b) which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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 8 December 2016 and were signed on its behalf by:

Mr N F P Hopwood - Director

The notes form part of these abbreviated accounts

**Notes to the Abbreviated Accounts**  
**for the Year Ended 30 September 2016**

**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 January 2015).

**Turnover**

Turnover represents net invoiced sales of services, 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.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

**2. TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 October 2015	50,961
Additions	<u>7,695</u>
At 30 September 2016	<u>58,656</u>
<b>DEPRECIATION</b>	
At 1 October 2015	34,950
Charge for year	<u>5,928</u>
At 30 September 2016	<u>40,878</u>
<b>NET BOOK VALUE</b>	
At 30 September 2016	<u>17,778</u>
At 30 September 2015	<u>16,011</u>

**3. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	30.9.16 £	30.9.15 £
12,000	Ordinary	£1	<u>12,000</u>	<u>12,000</u>

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.