

**COMPANY NUMBER:
4769090 (ENGLAND & WALES)**

**BOOKS AND PAYROLL SERVICES LIMITED
DIRECTOR'S REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2008**

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BOOKS AND PAYROLL SERVICES LTD
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2008

CONTENTS

	Page
Directors' report	1
Profit and loss account	2
Other gains and losses	3
Balance sheet	4
Notes	5
Detailed profit and loss account	9

BOOKS AND PAYROLL SERVICES LIMITED

COMPANY INFORMATION

Company Number: 4769090 (England & Wales)

Director: Mr. B. J. Willbond

Secretary: Mrs. F. Willbond

Registered Office: 22 Longwood Road
Hertford
Hertfordshire
SG14 2JN

BOOKS AND PAYROLL SERVICES LIMITED

DIRECTOR'S REPORT

FOR THE YEAR ENDED 31ST MAY 2008

The director presents his report and the financial statements for the year ended 31st May 2008.

Principal activities

The principal activity of the company is the provision of bookkeeping services to small businesses.

Director's interests

The director of the company during the year and his interests in the share capital of the company as recorded in the register of director's interests was as follows:

	2008
	No. of shares
Mr. B. Willbond	1

Responsibilities of the director

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the director is required to:-

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. He is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board

 dated 27/4/09.
Mr. B. Willbond

BOOKS AND PAYROLL SERVICES LIMITED

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31ST MAY 2008

	Note	2008 £
Turnover		55,753
Direct Expenses		(16,674)
Gross Profit		39,079
Administrative expenses		(40,648)
Operating profit/(loss)	2	(1,569)
Taxation		0
Profit after Taxation		(1,569)
Dividends paid		0
Retained profit/(loss) for the year		0

The annexed notes form part of these financial statements.

BOOKS AND PAYROLL SERVICES LIMITED


BALANCE SHEET

AS AT 31ST MAY 2008

	Note	£	2008 £
Fixed assets			
Intangible assets			-
Tangible assets	3		-
			<hr/>
			-
Current assets			
Debtors	4	4,757	
Cash at bank and in hand		283	
		<hr/>	
		5,040	
Creditors			
Amounts falling due within one year	5	5,019	
		<hr/>	
Net current assets			21
			<hr/>
Total assets less current liabilities			21
			<hr/>
			<hr/>
Capital and reserves			
Called up share capital	6		1
Profit and loss account	7		20
			<hr/>
Shareholders' funds			21
			<hr/>
			<hr/>

Approved by the board of directors on and signed on its behalf. These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (Effective June 2002).

For the year ended 31st May 2008 the company was entitled to exemption under section 249A(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2). The directors acknowledge their responsibility for: i) Ensuring the company keeps accounting records which comply with section 221; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

 Dated 27/4/09.
Mr. B Willbond

The annexed notes form part of these financial statements.

BOOKS AND PAYROLL SERVICES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2008

1. Accounting policies

The financial statements are prepared under the historical cost convention and incorporate the results of the principal activity which is described in the director's report and which is continuing.

The director is of the opinion that the company will have sufficient funds to trade for the foreseeable future and therefore consider it appropriate to prepare the financial statements on the going concern basis.

Cash flow statement

The Company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

Depreciation and diminution in value of assets

Tangible fixed assets are stated at cost less depreciation.

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 economic lives on the following bases:

Office Equipment - 25% per annum on cost, pro rata.

2. Operating profit

2008
£

This is stated after charging:

Depreciation and amortisation of owned assets

150

BOOKS AND PAYROLL SERVICES LTD
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MAY 2008

3. **Tangible fixed assets**

	Office Equipment £	Total £
Cost:		
At 1 st June 2007	533	533
Additions	-	-
Disposals	-	-
	<hr/>	<hr/>
At 31 st May 2008	533	533
	<hr/>	<hr/>
Depreciation:		
At 1 st June 2007	383	383
Charge for the year	150	150
Eliminated on disposal	-	-
	<hr/>	<hr/>
At 31 st May 2008	533	533
	<hr/>	<hr/>
Net book value:		
At 31 st May 2008	-	-
	<hr/> <hr/>	<hr/> <hr/>

† 1947-1948: 100% of the population.

BOOKS AND PAYROLL SERVICES LTD
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MAY 2008

4. Debtors

	2008
	£
Due within one year:	
Trade debtors	4,757
	<u>4,757</u>

5. Creditors - amounts falling due within one year

	2008
	£
Taxation	4,198
Other creditors	821
	<u>5,019</u>

6. Share capital

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

BOOKS AND PAYROLL SERVICES LTD
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MAY 2008

7. Profit and loss account

	2008
	£
Profit retained for the year	(1,569)
Balance at 31 st May 2008	<u>20</u>

BOOKS AND PAYROLL SERVICES LTD
DETAILED TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31ST MAY 2008

	2008
	£ £
Turnover	
Sales	55,753
Direct Expenses	
Consultants	16,674
Gross profit	<u>39,079</u>
Overheads	
Director's remuneration	5,225
Staff Wages	5,225
Depreciation	150
Printing, postage and stationery	987
Advertising & Promotion	11,250
Travelling	6,247
Rent	8,050
Legal and professional fees	2,455
Bad Debts	875
Bank Charges and interest	184
	<u>40,648</u>
Profit/(Loss) on ordinary activities	<u><u>(1,569)</u></u>

