

**Abbreviated Unaudited Accounts**  
**for the Year Ended 30 November 2012**  
**for**  
**The Referencing Agency Limited**

**Contents of the Abbreviated Accounts  
for the Year Ended 30 November 2012**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Abbreviated Balance Sheet</b>	<b>2</b>
<b>Notes to the Abbreviated Accounts</b>	<b>3</b>

**The Referencing Agency Limited**  
**Company Information**  
**for the Year Ended 30 November 2012**

**DIRECTORS:** J S Houlton  
Mrs T J Houlton

**SECRETARY:** Mrs T J Houlton

**REGISTERED OFFICE:** 146 High Street  
Billericay  
Essex  
CM12 9DF

**REGISTERED NUMBER:** 04973564 (England and Wales)

**ACCOUNTANTS:** Michael Letch & Partners LLP  
Accountants  
146 High Street  
Billericay  
Essex  
CM12 9DF

**The Referencing Agency Limited (Registered number: 04973564)**

**Abbreviated Balance Sheet**  
**30 November 2012**

	Notes	2012 £	£	2011 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		3,645		4,285
<b>CURRENT ASSETS</b>					
Debtors		83,578		91,712	
Cash at bank and in hand		<u>75,851</u>		<u>125,859</u>	
		159,429		217,571	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>84,655</u>		<u>109,906</u>	
<b>NET CURRENT ASSETS</b>			<u>74,774</u>		<u>107,665</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>78,419</u>		<u>111,950</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	3		1,000		1,000
Profit and loss account			<u>77,419</u>		<u>110,950</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>78,419</u>		<u>111,950</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2012 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 which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.
- (b)

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 27 March 2013 and were signed on its behalf by:

J S Houlton - Director

The notes form part of these abbreviated accounts

**Notes to the Abbreviated Accounts**  
**for the Year Ended 30 November 2012**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

After making enquiries, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason the directors continue to adopt the going concern basis in preparing the financial statements.

**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 and Straight line over 3 years

**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 December 2011	11,299
Additions	2,320
At 30 November 2012	<u>13,619</u>
<b>DEPRECIATION</b>	
At 1 December 2011	7,014
Charge for year	2,960
At 30 November 2012	<u>9,974</u>
<b>NET BOOK VALUE</b>	
At 30 November 2012	<u>3,645</u>
At 30 November 2011	<u>4,285</u>

**Notes to the Abbreviated Accounts - continued**  
**for the Year Ended 30 November 2012**

**3. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2012 £	2011 £
395	Ordinary £1 'A'	£1	395	395
395	Ordinary £1 'B'	£1	395	395
160	Ordinary £1 'C'	£1	160	160
50	Ordinary £1 'D'	£1	50	50
			<u>1,000</u>	<u>1,000</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.