

ABBREVIATED UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MAY 2016
FOR
ACTION MAILING SERVICES LIMITED

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FOR THE YEAR ENDED 31 MAY 2016

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ACTION MAILING SERVICES LIMITED

COMPANY INFORMATION
FOR THE YEAR ENDED 31 MAY 2016

DIRECTOR: A Zirnhelt

SECRETARY: A Zirnhelt

REGISTERED OFFICE: 9 Commerce Road
Lynchwood
Peterborough
Cambridgeshire
PE2 6LR

REGISTERED NUMBER: 05120037

ACCOUNTANTS: GreenStones Limited
9 Commerce Road
Lynchwood
Peterborough
Cambridgeshire
PE2 6LR

ABBREVIATED BALANCE SHEET
31 MAY 2016

	Notes	2016 £	£	2015 £	£
FIXED ASSETS					
Tangible assets	2		83,930		112,816
CURRENT ASSETS					
Debtors		316,778		258,431	
Cash at bank and in hand		<u>491,941</u>		<u>400,029</u>	
		808,719		658,460	
CREDITORS					
Amounts falling due within one year		<u>292,076</u>		<u>279,240</u>	
NET CURRENT ASSETS			<u>516,643</u>		<u>379,220</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			600,573		492,036
PROVISIONS FOR LIABILITIES			<u>8,258</u>		<u>13,077</u>
NET ASSETS			<u>592,315</u>		<u>478,959</u>
CAPITAL AND RESERVES					
Called up share capital	3		100		100
Profit and loss account			<u>592,215</u>		<u>478,859</u>
SHAREHOLDERS' FUNDS			<u>592,315</u>		<u>478,959</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2016 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges his 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)

ABBREVIATED BALANCE SHEET - continued
31 MAY 2016

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 director on 28 September 2016 and were signed by:

Mrs L A Gooderham - Director

L S Jackson - Director

NOTES TO THE ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 MAY 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 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	- 20% on cost
Motor vehicles	- 25% on reducing balance
Office equipment	- 33% on cost

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 £
COST	
At 1 June 2015	492,848
Additions	<u>12,109</u>
At 31 May 2016	<u>504,957</u>
DEPRECIATION	
At 1 June 2015	380,032
Charge for year	<u>40,995</u>
At 31 May 2016	<u>421,027</u>
NET BOOK VALUE	
At 31 May 2016	<u>83,930</u>
At 31 May 2015	<u>112,816</u>

3. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:		Nominal value:	2016 £	2015 £
Number:	Class:			
100	Ordinary	£1	<u>100</u>	<u>100</u>

NOTES TO THE ABBREVIATED ACCOUNTS - continued
FOR THE YEAR ENDED 31 MAY 2016

4. **DIRECTOR'S ADVANCES, CREDITS AND GUARANTEES**

The following advances and credits to a director subsisted during the years ended 31 May 2016 and 31 May 2015:

	2016 £	2015 £
A Zirnhelt		
Balance outstanding at start of year	-	-
Amounts advanced	30,000	-
Amounts repaid	-	-
Balance outstanding at end of year	<u>30,000</u>	<u>-</u>

This loan is unsecured and interest free.

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.