

**REGISTERED NUMBER: 05120037 (England and Wales)**

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2017

FOR

ACTION MAILING SERVICES LIMITED

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FOR THE YEAR ENDED 31 MAY 2017

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ACTION MAILING SERVICES LIMITED

COMPANY INFORMATION  
FOR THE YEAR ENDED 31 MAY 2017

**DIRECTORS:**

Mrs L A Gooderham  
L S Jackson

**REGISTERED OFFICE:**

9 Commerce Road  
Lynchwood  
Peterborough  
Cambridgeshire  
PE2 6LR

**REGISTERED NUMBER:**

05120037 (England and Wales)

**ACCOUNTANTS:**

GreenStones Limited  
9 Commerce Road  
Lynchwood  
Peterborough  
Cambridgeshire  
PE2 6LR

**BALANCE SHEET**  
**31 MAY 2017**

	Notes	2017 £	£	2016 £	£
<b>FIXED ASSETS</b>					
Tangible assets	4		92,147		83,930
<b>CURRENT ASSETS</b>					
Debtors	5	553,815		316,778	
Cash at bank and in hand		<u>523,820</u>		<u>491,941</u>	
		1,077,635		808,719	
<b>CREDITORS</b>					
Amounts falling due within one year	6	<u>261,947</u>		<u>292,076</u>	
<b>NET CURRENT ASSETS</b>			<u>815,688</u>		<u>516,643</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			907,835		600,573
<b>CREDITORS</b>					
Amounts falling due after more than one year	7		(28,440)		-
<b>PROVISIONS FOR LIABILITIES</b>			<u>(10,688)</u>		<u>(8,258)</u>
<b>NET ASSETS</b>			<u>868,707</u>		<u>592,315</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital			100		100
Retained earnings			<u>868,607</u>		<u>592,215</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>868,707</u>		<u>592,315</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2017 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.

BALANCE SHEET - continued  
31 MAY 2017

The financial statements have been prepared and delivered in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors on 8 January 2018 and were signed on its behalf by:

Mrs L A Gooderham - Director

L S Jackson - Director

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MAY 2017

1. **STATUTORY INFORMATION**

Action Mailing Services Limited is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Turnover**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Plant and machinery	- 20% on cost
Motor vehicles	- 25% on reducing balance
Office equipment	- 33% on cost

**Hire purchase and leasing commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to profit or loss over the relevant period. The capital element of the future payments is treated as a liability.

Rentals paid under operating leases are charged to profit or loss 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 profit or loss in the period to which they relate.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 11 .

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MAY 2017

4. **TANGIBLE FIXED ASSETS**

	Short leasehold £	Improvements to property £	Plant and machinery £
<b>COST</b>			
At 1 June 2016	1,739	19,061	434,612
Additions	-	-	39,500
At 31 May 2017	<u>1,739</u>	<u>19,061</u>	<u>474,112</u>
<b>DEPRECIATION</b>			
At 1 June 2016	-	-	380,142
Charge for year	-	-	31,696
At 31 May 2017	<u>-</u>	<u>-</u>	<u>411,838</u>
<b>NET BOOK VALUE</b>			
At 31 May 2017	<u>1,739</u>	<u>19,061</u>	<u>62,274</u>
At 31 May 2016	<u>1,739</u>	<u>19,061</u>	<u>54,470</u>
	Motor vehicles £	Office equipment £	Totals £
<b>COST</b>			
At 1 June 2016	6,700	42,845	504,957
Additions	-	4,231	43,731
At 31 May 2017	<u>6,700</u>	<u>47,076</u>	<u>548,688</u>
<b>DEPRECIATION</b>			
At 1 June 2016	2,094	38,791	421,027
Charge for year	1,152	2,666	35,514
At 31 May 2017	<u>3,246</u>	<u>41,457</u>	<u>456,541</u>
<b>NET BOOK VALUE</b>			
At 31 May 2017	<u>3,454</u>	<u>5,619</u>	<u>92,147</u>
At 31 May 2016	<u>4,606</u>	<u>4,054</u>	<u>83,930</u>

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MAY 2017

**4. TANGIBLE FIXED ASSETS - continued**

Fixed assets, included in the above, which are held under hire purchase contracts are as follows:

	Plant and machinery £
<b>COST</b>	
Additions	<u>39,500</u>
At 31 May 2017	<u>39,500</u>
<b>DEPRECIATION</b>	
Charge for year	<u>658</u>
At 31 May 2017	<u>658</u>
<b>NET BOOK VALUE</b>	
At 31 May 2017	<u><u>38,842</u></u>

**5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Trade debtors	135,624	227,226
Amounts owed by group undertakings	357,338	-
Other debtors	<u>60,853</u>	<u>89,552</u>
	<u><u>553,815</u></u>	<u><u>316,778</u></u>

**6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Hire purchase contracts	7,110	-
Trade creditors	134,495	217,579
Taxation and social security	95,317	69,215
Other creditors	<u>25,025</u>	<u>5,282</u>
	<u><u>261,947</u></u>	<u><u>292,076</u></u>

**7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2017 £	2016 £
Hire purchase contracts	<u><u>28,440</u></u>	<u><u>-</u></u>



NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MAY 2017

8. **DIRECTORS' ADVANCES, CREDITS AND GUARANTEES**

The following advances and credits to a director subsisted during the years ended 31 May 2017 and 31 May 2016:

	2017 £	2016 £
<b>A Zirnhelt</b>		
Balance outstanding at start of year	30,000	-
Amounts advanced	-	30,000
Amounts repaid	(30,000)	-
Amounts written off	-	-
Amounts waived	-	-
Balance outstanding at end of year	<u>-</u>	<u>30,000</u>

This loan is unsecured and interest free.

9. **ULTIMATE CONTROLLING PARTY**

Until 31 August 2016 the ultimate controlling party was Mr A Zirnhelt and the estate of Mr G Zirnhelt. On this date the company's entire share capital was acquired by Schad and Jackson Limited who therefore became the ultimate controlling party.

Mr L Jackson and Mrs L Gooderham are both directors and shareholders of Schad and Jackson Limited.

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.