

REGISTERED NUMBER: 05120037 (England and Wales)

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2018

FOR

ACTION MAILING SERVICES LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2018

	Page
Company Information	1
Balance Sheet	2
Notes to the Financial Statements	4

ACTION MAILING SERVICES LIMITED

COMPANY INFORMATION
FOR THE YEAR ENDED 31 MAY 2018

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 2018

	Notes	2018 £	£	2017 £	£
FIXED ASSETS					
Tangible assets	4		62,036		92,147
CURRENT ASSETS					
Debtors	5	785,000		553,815	
Cash at bank and in hand		<u>567,584</u>		<u>523,820</u>	
		1,352,584		1,077,635	
CREDITORS					
Amounts falling due within one year	6	<u>251,042</u>		<u>261,947</u>	
NET CURRENT ASSETS			<u>1,101,542</u>		<u>815,688</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,163,578		907,835
CREDITORS					
Amounts falling due after more than one year	7		(21,330)		(28,440)
PROVISIONS FOR LIABILITIES			<u>(8,247)</u>		<u>(10,688)</u>
NET ASSETS			<u>1,134,001</u>		<u>868,707</u>
CAPITAL AND RESERVES					
Called up share capital			100		100
Retained earnings			<u>1,133,901</u>		<u>868,607</u>
SHAREHOLDERS' FUNDS			<u>1,134,001</u>		<u>868,707</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2018 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)

BALANCE SHEET - continued
31 MAY 2018

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 6 February 2019 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 2018

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 9 (2017 - 11) .

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MAY 2018

4. **TANGIBLE FIXED ASSETS**

	Short leasehold £	Improvements to property £	Plant and machinery £
COST			
At 1 June 2017	<u>1,739</u>	<u>19,061</u>	<u>474,112</u>
At 31 May 2018	<u>1,739</u>	<u>19,061</u>	<u>474,112</u>
DEPRECIATION			
At 1 June 2017	-	-	411,838
Charge for year	-	-	<u>26,532</u>
At 31 May 2018	-	-	<u>438,370</u>
NET BOOK VALUE			
At 31 May 2018	<u>1,739</u>	<u>19,061</u>	<u>35,742</u>
At 31 May 2017	<u>1,739</u>	<u>19,061</u>	<u>62,274</u>
	Motor vehicles £	Office equipment £	Totals £
COST			
At 1 June 2017	6,700	47,076	548,688
Additions	-	228	228
At 31 May 2018	<u>6,700</u>	<u>47,304</u>	<u>548,916</u>
DEPRECIATION			
At 1 June 2017	3,246	41,457	456,541
Charge for year	864	2,943	<u>30,339</u>
At 31 May 2018	<u>4,110</u>	<u>44,400</u>	<u>486,880</u>
NET BOOK VALUE			
At 31 May 2018	<u>2,590</u>	<u>2,904</u>	<u>62,036</u>
At 31 May 2017	<u>3,454</u>	<u>5,619</u>	<u>92,147</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MAY 2018

4. TANGIBLE FIXED ASSETS - continued

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

	Plant and machinery £
COST	
At 1 June 2017 and 31 May 2018	<u>39,500</u>
DEPRECIATION	
At 1 June 2017	658
Charge for year	<u>7,900</u>
At 31 May 2018	<u>8,558</u>
NET BOOK VALUE	
At 31 May 2018	<u>30,942</u>
At 31 May 2017	<u>38,842</u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade debtors	142,324	135,624
Amounts owed by group undertakings	536,511	357,338
Other debtors	<u>106,165</u>	<u>60,853</u>
	<u>785,000</u>	<u>553,815</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Hire purchase contracts	7,110	7,110
Trade creditors	110,075	134,495
Taxation and social security	94,520	95,317
Other creditors	<u>39,337</u>	<u>25,025</u>
	<u>251,042</u>	<u>261,947</u>

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

	2018 £	2017 £
Hire purchase contracts	<u>21,330</u>	<u>28,440</u>

8. DIRECTORS' ADVANCES, CREDITS AND GUARANTEES

This loan is unsecured and interest free.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MAY 2018

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.