

ABBREVIATED UNAUDITED ACCOUNTS

FOR THE PERIOD 30 SEPTEMBER 2011 TO 30 NOVEMBER 2012

FOR

THE BUSINESS & OFFICE CLEANING SERVICES
LTD

THE BUSINESS & OFFICE CLEANING SERVICES
LTD (REGISTERED NUMBER: 07793807)

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for the Period 30 SEPTEMBER 2011 TO 30 NOVEMBER 2012

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**THE BUSINESS & OFFICE CLEANING SERVICES
LTD**

COMPANY INFORMATION
for the Period 30 SEPTEMBER 2011 TO 30 NOVEMBER 2012

DIRECTORS: MRS C A CRAWFORD
MISS C A E CRAWFORD

SECRETARY: MISS C A E CRAWFORD

REGISTERED OFFICE: 234 HIGH ROAD
CHADWELL HEATH
ROMFORD
ESSEX
RM6 6AP

REGISTERED NUMBER: 07793807 (England and Wales)

ACCOUNTANTS: DUNWELLS
234 HIGH ROAD
CHADWELL HEATH
ROMFORD
ESSEX
RM6 6AP

THE BUSINESS & OFFICE CLEANING SERVICES
LTD (REGISTERED NUMBER: 07793807)

ABBREVIATED BALANCE SHEET
30 NOVEMBER 2012

	Notes	£	£
FIXED ASSETS			
Tangible assets	2		5,198
CURRENT ASSETS			
Stocks		2,750	
Debtors		181,202	
Cash at bank		173,198	
		<u>357,150</u>	
CREDITORS			
Amounts falling due within one year		<u>325,334</u>	
NET CURRENT ASSETS			<u>31,816</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>37,014</u>
CAPITAL AND RESERVES			
Called up share capital	3		100
Profit and loss account			<u>36,914</u>
SHAREHOLDERS' FUNDS			<u>37,014</u>

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

The members have not required the company to obtain an audit of its financial statements for the period 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 10 May 2013 and were signed on its behalf by:

MRS C A CRAWFORD - Director

MISS C A E CRAWFORD - Director

The notes form part of these abbreviated accounts

THE BUSINESS & OFFICE CLEANING SERVICES
LTD (REGISTERED NUMBER: 07793807)

NOTES TO THE ABBREVIATED ACCOUNTS
for the Period 30 SEPTEMBER 2011 TO 30 NOVEMBER 2012

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 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.

Fixtures and fittings	- 20% on reducing balance
Office equipment	- 20% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

2. **TANGIBLE FIXED ASSETS**

	Total £
COST	
Additions	<u>6,497</u>
At 30 November 2012	<u>6,497</u>
DEPRECIATION	
Charge for period	<u>1,299</u>
At 30 November 2012	<u>1,299</u>
NET BOOK VALUE	
At 30 November 2012	<u>5,198</u>

3. **CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	£
100	ORDINARY	£1	<u>100</u>

THE BUSINESS & OFFICE CLEANING SERVICES
LTD

REPORT OF THE ACCOUNTANTS TO THE DIRECTORS OF
THE BUSINESS & OFFICE CLEANING SERVICES
LTD

The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to three) have been prepared.

As described on the balance sheet you are responsible for the preparation of the financial statements for the period ended 30 November 2012 set out on pages three to seven and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

DUNWELLS
234 HIGH ROAD
CHADWELL HEATH
ROMFORD
ESSEX
RM6 6AP

10 May 2013

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.