

ABBREVIATED UNAUDITED ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2013

FOR

THE BUSINESS & OFFICE CLEANING SERVICES

LTD

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

CONTENTS OF THE ABBREVIATED ACCOUNTS
for the Year Ended 30 NOVEMBER 2013

	Page
Company Information	1
Abbreviated Balance Sheet	2
Notes to the Abbreviated Accounts	4

THE BUSINESS & OFFICE CLEANING SERVICES
LTD

COMPANY INFORMATION
for the Year Ended 30 NOVEMBER 2013

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 2013

	Notes	30.11.13 £	£	30.11.12 £	£
FIXED ASSETS					
Tangible assets	2		4,657		5,198
CURRENT ASSETS					
Stocks		2,885		2,750	
Debtors		248,886		181,202	
Cash at bank		150,830		173,198	
		<u>402,601</u>		<u>357,150</u>	
CREDITORS					
Amounts falling due within one year		<u>307,483</u>		<u>325,334</u>	
NET CURRENT ASSETS			<u>95,118</u>		<u>31,816</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>99,775</u>		<u>37,014</u>
CAPITAL AND RESERVES					
Called up share capital	3		100		100
Profit and loss account			<u>99,675</u>		<u>36,914</u>
SHAREHOLDERS' FUNDS			<u>99,775</u>		<u>37,014</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2013 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 notes form part of these abbreviated accounts

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

ABBREVIATED BALANCE SHEET - continued
30 NOVEMBER 2013

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 3 June 2014 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 Year Ended 30 NOVEMBER 2013

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	
At 1 December 2012	6,497
Additions	623
At 30 November 2013	<u>7,120</u>
DEPRECIATION	
At 1 December 2012	1,299
Charge for year	1,164
At 30 November 2013	<u>2,463</u>
NET BOOK VALUE	
At 30 November 2013	<u>4,657</u>
At 30 November 2012	<u>5,198</u>

3. **CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	30.11.13 £	30.11.12 £
100	ORDINARY	£1	<u>100</u>	<u>100</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.