

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2017

FOR

THE BUSINESS & OFFICE CLEANING SERVICES
LTD

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

CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 30 NOVEMBER 2017

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

THE BUSINESS & OFFICE CLEANING SERVICES
LTD

COMPANY INFORMATION
for the Year Ended 30 NOVEMBER 2017

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

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

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

BALANCE SHEET
30 NOVEMBER 2017

	Notes	30.11.17 £	£	30.11.16 £	£
FIXED ASSETS					
Tangible assets	4		6,520		7,709
CURRENT ASSETS					
Stocks		2,700		2,790	
Debtors	5	225,346		281,619	
Cash at bank		<u>188,274</u>		<u>149,009</u>	
		416,320		433,418	
CREDITORS					
Amounts falling due within one year	6	<u>167,376</u>		<u>188,931</u>	
NET CURRENT ASSETS			<u>248,944</u>		<u>244,487</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>255,464</u>		<u>252,196</u>
CAPITAL AND RESERVES					
Called up share capital			100		100
Retained earnings			<u>255,364</u>		<u>252,096</u>
SHAREHOLDERS' FUNDS			<u>255,464</u>		<u>252,196</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 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.
- (b)

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

BALANCE SHEET - continued
30 NOVEMBER 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 11 August 2018 and were signed on its behalf by:

MRS C A CRAWFORD - Director

MISS C A E CRAWFORD - Director

The notes form part of these financial statements

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

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 30 NOVEMBER 2017

1. STATUTORY INFORMATION

THE BUSINESS & OFFICE CLEANING SERVICES LTD is a private company, limited by shares , registered in Not specified/Other. 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.

Fixtures and fittings	- 20% on reducing balance
Motor vehicles	- 25% 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.

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 45 .

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

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 NOVEMBER 2017

4. **TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Motor vehicles £	Office equipment £	Totals £
COST				
At 1 December 2016	3,337	9,750	5,504	18,591
Additions	198	-	500	698
At 30 November 2017	<u>3,535</u>	<u>9,750</u>	<u>6,004</u>	<u>19,289</u>
DEPRECIATION				
At 1 December 2016	1,914	5,636	3,332	10,882
Charge for year	324	1,028	535	1,887
At 30 November 2017	<u>2,238</u>	<u>6,664</u>	<u>3,867</u>	<u>12,769</u>
NET BOOK VALUE				
At 30 November 2017	<u>1,297</u>	<u>3,086</u>	<u>2,137</u>	<u>6,520</u>
At 30 November 2016	<u>1,423</u>	<u>4,114</u>	<u>2,172</u>	<u>7,709</u>

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

	30.11.17 £	30.11.16 £
Trade debtors	225,346	274,860
Prepayments	-	6,759
	<u>225,346</u>	<u>281,619</u>

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

	30.11.17 £	30.11.16 £
Trade creditors	93,992	87,810
Tax	7,194	15,731
Social security and other taxes	6,565	3,621
VAT	41,349	37,270
Directors' current accounts	16,784	43,463
Accrued expenses	1,492	1,036
	<u>167,376</u>	<u>188,931</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.