

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2020

FOR

THE BUSINESS & OFFICE CLEANING SERVICES
LTD

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

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for the Year Ended 30 NOVEMBER 2020

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THE BUSINESS & OFFICE CLEANING SERVICES
LTD

COMPANY INFORMATION
for the Year Ended 30 NOVEMBER 2020

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)

BALANCE SHEET
30 NOVEMBER 2020

	Notes	30.11.20 £	£	30.11.19 £	£
FIXED ASSETS					
Tangible assets	4		22,098		28,993
CURRENT ASSETS					
Stocks		2,700		2,700	
Debtors	5	211,104		240,757	
Cash at bank and in hand		<u>158,350</u>		<u>110,618</u>	
		372,154		354,075	
CREDITORS					
Amounts falling due within one year	6	<u>130,842</u>		<u>130,657</u>	
NET CURRENT ASSETS			<u>241,312</u>		<u>223,418</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>263,410</u>		<u>252,411</u>
CAPITAL AND RESERVES					
Called up share capital			100		100
Retained earnings			<u>263,310</u>		<u>252,311</u>
SHAREHOLDERS' FUNDS			<u>263,410</u>		<u>252,411</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2020 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
- (b) 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.

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

BALANCE SHEET - continued
30 NOVEMBER 2020

The financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

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 and authorised for issue on 13 August 2021 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 2020

1. **STATUTORY INFORMATION**

THE BUSINESS & OFFICE CLEANING SERVICES LTD 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 Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" 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 36 (2019 - 41) .

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

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 30 NOVEMBER 2020

4. **TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Motor vehicles £	Office equipment £	Totals £
COST				
At 1 December 2019	3,535	46,250	7,363	57,148
Additions	-	-	250	250
At 30 November 2020	<u>3,535</u>	<u>46,250</u>	<u>7,613</u>	<u>57,398</u>
DEPRECIATION				
At 1 December 2019	2,704	20,326	5,125	28,155
Charge for year	166	6,481	498	7,145
At 30 November 2020	<u>2,870</u>	<u>26,807</u>	<u>5,623</u>	<u>35,300</u>
NET BOOK VALUE				
At 30 November 2020	<u>665</u>	<u>19,443</u>	<u>1,990</u>	<u>22,098</u>
At 30 November 2019	<u>831</u>	<u>25,924</u>	<u>2,238</u>	<u>28,993</u>

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

	30.11.20	30.11.19
	£	£
Trade debtors	190,245	220,158
Other debtors	<u>20,859</u>	<u>20,599</u>
	<u>211,104</u>	<u>240,757</u>

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

	30.11.20	30.11.19
	£	£
Trade creditors	70,447	77,435
Tax	10,959	-
Social security and other taxes	6,348	8,059
VAT	41,020	38,918
Directors' current accounts	305	4,690
Accrued expenses	<u>1,763</u>	<u>1,555</u>
	<u>130,842</u>	<u>130,657</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.