

ONE STEP RECRUITMENT LIMITED
Unaudited Financial Statements
For the financial year ended 31 March 2023
Pages for filing with the registrar

ONE STEP RECRUITMENT LIMITED
UNAUDITED FINANCIAL STATEMENTS
For the financial year ended 31 March 2023

Contents

Company Information	3
Balance Sheet	4
Notes to the Financial Statements	5

ONE STEP RECRUITMENT LIMITED
COMPANY INFORMATION
For the financial year ended 31 March 2023

DIRECTORS

Mr N Mock
Mrs S J O'Brien

REGISTERED OFFICE

Ground Floor Blackbrook Gate 1
Blackbrook Business Park
Taunton
TA1 2PX
United Kingdom

BUSINESS ADDRESS

Chartfield House
Castle Street
Taunton
TA1 4AS

COMPANY NUMBER

08269915 (England and Wales)

CHARTERED ACCOUNTANTS

Francis Clark LLP
Blackbrook Gate 1
Blackbrook Business Park
Taunton
Somerset TA1 2PX

ONE STEP RECRUITMENT LIMITED
BALANCE SHEET
As at 31 March 2023

	Note	2023	2022
		£	£
Fixed assets			
Tangible assets	4	1,907	1,232
		1,907	1,232
Current assets			
Debtors	5	740,957	530,660
Cash at bank and in hand		45,454	160,725
		786,411	691,385
Creditors: amounts falling due within one year	6	(260,479)	(384,213)
Net current assets		525,932	307,172
Total assets less current liabilities		527,839	308,404
Provision for liabilities		(290)	(141)
Net assets		527,549	308,263
Capital and reserves			
Called-up share capital	7	100	100
Profit and loss account		527,449	308,163
Total shareholders' funds		527,549	308,263

For the financial year ending 31 March 2023 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the Company to obtain an audit of its financial statements for the financial year in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements; and
- These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime and a copy of the Statement of Income and Retained Earnings has not been delivered.

The financial statements of One Step Recruitment Limited (registered number: 08269915) were approved and authorised for issue by the Board of Directors on 07 March 2024. They were signed on its behalf by:

Mrs S J O'Brien
Director

Mr N Mock
Director

ONE STEP RECRUITMENT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the financial year ended 31 March 2023

1. Accounting policies

The principal accounting policies are summarised below. They have all been applied consistently throughout the financial year and to the preceding financial year, unless otherwise stated.

General information and basis of accounting

One Step Recruitment Limited (the Company) is a private company, limited by shares, incorporated in the United Kingdom under the Companies Act 2006 and is registered in England and Wales. The address of the Company's registered office is Ground Floor Blackbrook Gate 1, Blackbrook Business Park, Taunton, TA1 2PX, United Kingdom. The principal place of business is Chartfield House, Castle Street, Taunton, TA1 4AS.

The financial statements have been prepared under the historical cost convention, modified to include certain items at fair value, and in accordance with Section 1A of Financial Reporting Standard 102 (FRS 102) 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' issued by the Financial Reporting Council and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime.

The financial statements are presented in pounds sterling which is the functional currency of the Company and rounded to the nearest £.

Going concern

In light of the current economic situation, both in the UK and globally, impacted by rising energy costs, inflation and general cost of living increases, the directors have given consideration to the impact of these issues on the operations and financial position of the company, as well as upon customers and suppliers. The directors are satisfied that, having considered no less than 12 months from the date of approval of the financial statements, that the issues identified do not present a significant risk to the going concern basis of the company and, therefore, that the going concern basis of preparation remains appropriate.

Turnover

Turnover is the aggregate amount of revenue from services supplied to customers in the ordinary course of business. Revenue is recognised as received upon the placement of staff.

Employee benefits

Defined contribution schemes

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Taxation

Current tax

Current tax is provided at amounts expected to be paid (or recoverable) using the tax rates and laws that have been enacted or substantively enacted at the Balance Sheet date.

Deferred tax

Deferred tax arises as a result of including items of income and expenditure in taxation computations in periods different from those in which they are included in the Company's financial statements. Deferred tax is provided in full on timing differences which result in an obligation to pay more or less tax at a future date, at the average tax rates that are expected to apply when the timing differences reverse, based on tax rates and laws substantively enacted at the balance sheet date. Deferred tax assets and liabilities are not discounted.

ONE STEP RECRUITMENT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the financial year ended 31 March 2023

Tangible fixed assets

Tangible assets are stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

Fixtures and fittings	4 years straight line
Office equipment	4 years straight line

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as above.

Leases

The Company as lessee

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to profit or loss on a straight-line basis over the period of the lease.

Financial instruments

Financial assets and financial liabilities are recognised when the Company becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Company after deducting all of its liabilities.

Financial assets and liabilities are only offset in the Balance Sheet when, and only when there exists a legally enforceable right to set off the recognised amounts and the Company intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets receivable within one year, such as trade debtors and bank balances, are measured at transaction price less any impairment.

Basic financial assets receivable within more than one year are measured at amortised cost less any impairment.

Financial assets are derecognised when and only when the contractual rights to the cash flows from the financial asset expire or are settled, or the Company transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or the Company, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Basic financial liabilities

Basic financial liabilities that have no stated interest rate and are payable within one year, such as trade creditors, are measured at transaction price.

Other basic financial liabilities are measured at amortised cost.

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

ONE STEP RECRUITMENT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the financial year ended 31 March 2023

2. Critical accounting judgements and key sources of estimation uncertainty

In the application of the Company's accounting policies, the directors are required to make judgements that have a significant impact on the amounts recognised. The following are the critical judgements that the directors have made in the process of applying the Company's accounting policies and that have the most significant effect on the amounts recognised in the financial statements.

In the application of the company's accounting policies management is required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of revision and future periods in the revision affects both current and future periods.

The key estimates that have a significant effect on the amounts recognised in the financial statements are described below:

Trade debtor balances are held at sales cost less any discount or rebates directly attributable to those sales. The recoverability of debtor balances is reviewed regularly to ensure that all debts are receivable or there is a high probability of receiving payment. Once a debt is considered to no longer be receivable a provision is introduced against that debt. The carrying value at the year end is £314,829 (2022:£358,337).

The key judgement that has a significant impact on the financial statements is in respect of going concern, as described above.

3. Employees

	2023	2022
	Number	Number
Monthly average number of persons employed by the Company during the year, including directors	139	177

ONE STEP RECRUITMENT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the financial year ended 31 March 2023

4. Tangible assets

	Fixtures and fittings	Office equipment	Total
	£	£	£
Cost			
At 01 April 2022	6,116	37,854	43,970
Additions	1,875	0	1,875
At 31 March 2023	7,991	37,854	45,845
Accumulated depreciation			
At 01 April 2022	6,116	36,622	42,738
Charge for the financial year	273	927	1,200
At 31 March 2023	6,389	37,549	43,938
Net book value			
At 31 March 2023	1,602	305	1,907
At 31 March 2022	0	1,232	1,232

5. Debtors

	2023	2022
	£	£
Trade debtors	314,829	358,337
Other debtors	426,128	172,323
	740,957	530,660

6. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	12,187	5,908
Taxation and social security	172,833	211,700
Other creditors	75,459	166,605
	260,479	384,213

Creditors amounts falling due within one year includes other creditors of £nil (2022: £55,971), on which security has been given by the company.

ONE STEP RECRUITMENT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the financial year ended 31 March 2023

7. Called-up share capital

	2023	2022
	£	£
Allotted, called-up and fully-paid		
100 Ordinary shares of £ 1.00 each	100	100

8. Financial commitments

Other financial commitments

The total amount of financial commitments not included in the balance sheet is £86,700 (2022 - £8,800).

9. Related party transactions

Transactions with the entity's directors

	2023	2022
	£	£
Directors' current account	65,859	61,754

Advances made to the director during the year ended 31 March 2022 totalled £2,623, none of which has been repaid during the year. As at 31 March 2022, the amount due to the company was £61,754.

Advances made to the director during the year ended 31 March 2023 totalled £4,105, none of which has been repaid during the year. As at 31 March 2023, the amount due to the company was £65,859.

Interest is charged on the loan at HMRC's official rate of interest, and the loan is repayable on demand.

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.