

Registered Number: SC137429

Scotland

1 Office Equipment Ltd

Unaudited Abbreviated Report and Financial Statements

For the year ended 31 March 2009



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For the year ended 31 March 2009

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Accountant's Report
For the year ended 31 March 2009

The following reproduces the text of the report prepared for the purposes of section 249A(1) of the Companies Act 1985 in respect of the company's annual financial statements, from which abbreviated financial statements (set out on pages 1 – 3 have been prepared.

As described in the balance sheet you are responsible for the preparation of the financial statement for the year ended 31 March 2009 and you consider that the company is exempt from an audit and a report under section 249A(1) of the Companies Act 1985. 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.

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Han & Co Accountants
61 Scott Street
Dundee
DD2 2BA

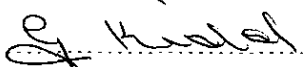
1 Office Equipment Ltd
Abbreviated Balance Sheet
As at 31 March 2009

	Notes	2009 £	2008 £
Fixed assets			
Tangible assets	2	56,673	48,687
		56,673	48,687
Current assets			
Stocks		47,995	51,324
Debtors		161,859	64,240
Cash at bank and in hand		27,636	49,212
		237,490	164,776
Creditors: amounts falling due within one year		(184,050)	(108,862)
Net current assets		53,440	55,914
Total assets less current liabilities		110,113	104,601
Creditors: amounts falling due after more than one year		(7,518)	(7,313)
Net assets		102,595	97,288
Capital and reserves			
Called up share capital	3	1,002	1,002
Profit and loss account		101,593	96,286
Shareholders funds		102,595	97,288

These abbreviated accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

In the opinion of the directors the company is entitled to claim exemptions from audit by virtue of subsection(1) of Section 249A of the Companies Act 1985. Members have not required the company, under s249B(2) of the Companies Act 1985, to obtain an audit for the year ended 31 March 2009. The directors are responsible for ensuring that the company maintains accounting records in compliance with Section 221 of that Act and for preparing accounts which give a true and fair view of the affairs of the company at the end of the financial year and of its Profit for the year then ended in accordance with Section 226, and which comply with the other requirements of the Act relating to the accounts so far as applicable to the company.

Approved by the board of directors and signed on its behalf.


Gwendolyn Kidd
Secretary

Date approved by the board: 21 October 2009

1 Office Equipment Ltd
Notes to the Abbreviated Financial Statements
For the year ended 31 March 2009

1 Accounting Policies

Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (Effective January 2007).

Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

Tangible fixed assets

Plant and Machinery	15	Reducing balance
Motor Vehicles	25	Reducing balance
Fixtures and Fittings	15	Reducing balance

Stocks

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

Leased assets

Assets held under finance leases and hire purchase contracts, which are those leases where substantially all the risks and rewards of ownership of the asset have passed to the company, are recorded in the balance sheet as fixed assets. Depreciation is provided on these assets over their estimated useful lives.

Future obligation under finance leases and hire purchase contracts are included in creditors, net of finance charges. Payments are apportioned between the finance element, which is charged to the profit and loss account as interest and the capital element which has reduced the outstanding obligations.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Pension costs

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2 Tangible fixed assets

Cost or valuation	Tangible fixed assets	£
At 01 April 2008	109,418	
Additions	22,359	
On disposals	(22,655)	
At 31 March 2009	<u>109,122</u>	
Depreciation		
At 01 April 2008	(60,731)	
On disposals	16,717	
Charge for year	(8,435)	
At 31 March 2009	<u>(52,449)</u>	
Net book values		
At 31 March 2009	<u>56,673</u>	
At 31 March 2008	<u>48,687</u>	

3 Called up share capital

	2009	2008
	£	£
Authorised:		
Allotted, called up and fully paid:		
0 ordinary shares of £0 each	<u>1,002</u>	<u>1,002</u>