

1 Office Equipment Limited

Registered number

SC137429

Abbreviated Accounts

31 March 2016

1 Office Equipment Limited

Report to the directors on the preparation of the unaudited abbreviated accounts of 1 Office Equipment Limited for the year ended 31 March 2016

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the abbreviated accounts of 1 Office Equipment Limited for the year ended 31 March 2016 which comprise of the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>.

Accel Business LLP
Chartered Certified Accountants
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Dundee
DD2 3QB

18 November 2016

1 Office Equipment Limited**Registered number:** SC137429**Abbreviated Balance Sheet****as at 31 March 2016**

	Notes	2016 £	2015 £
Fixed assets			
Tangible assets	2	21,726	62,160
Current assets			
Stocks		21,062	21,240
Debtors		156,621	156,522
Cash at bank and in hand		206,044	226,968
		<u>383,727</u>	<u>404,730</u>
Creditors: amounts falling due within one year		<u>(271,040)</u>	<u>(188,441)</u>
Net current assets		112,687	216,289
Net assets		<u>134,413</u>	<u>278,449</u>
Capital and reserves			
Called up share capital	3	1,302	1,302
Profit and loss account		133,111	277,147
Shareholders' funds		<u>134,413</u>	<u>278,449</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Gwendolyn Kidd

Director

Approved by the board on 18 November 2016

1 Office Equipment Limited
Notes to the Abbreviated Accounts
for the year ended 31 March 2016

1 Accounting policies

Basis of preparation

The accounts 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 the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery	15% reducing balance
Motor vehicles	25% reducing balance
Fixtures and fittings	15% reducing balance

Stocks

Stock is valued at the lower of cost and net realisable value.

Deferred taxation

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

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

Pensions

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

At 1 April 2015	136,668
Disposals	(17,963)
At 31 March 2016	<u>118,705</u>

Depreciation

At 1 April 2015	74,508
Charge for the year	22,471
At 31 March 2016	<u>96,979</u>

Net book value

At 31 March 2016	<u>21,726</u>
At 31 March 2015	<u>62,160</u>

3 Share capital	Nominal value	2016 Number	2016 £	2015 £
Allotted, called up and fully paid:				
Ordinary shares	£1 each	1,002	1,002	1,002
A Preference shares	£1 each	100	100	100
B Preference shares	£1 each	100	100	100
C Preference shares	£1 each	100	100	100
			<u>1,302</u>	<u>1,302</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.