

**Moray Office Supplies Limited**

**Abbreviated Accounts For The Year Ended 28 February 2015**

The Long Partnership  
Park House Centre  
South Street  
Elgin  
IV30 1JB

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For The Year Ended 28 February 2015**

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**Moray Office Supplies Limited**

**Company Information  
For The Year Ended 28 February 2015**

**DIRECTOR:** A J Elder

**SECRETARY:** Mrs A Dobrin

**REGISTERED OFFICE:** Edgar Road  
Elgin  
Moray  
IV30 6YQ

**REGISTERED NUMBER:** SC158895 (Scotland)

**ACCOUNTANTS:** The Long Partnership  
Park House Centre  
South Street  
Elgin  
IV30 1JB

**Moray Office Supplies Limited (Registered number: SC158895)**

**Abbreviated Balance Sheet  
28 February 2015**

	Notes	28.2.15 £	£	28.2.14 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		39,437		45,742
<b>CURRENT ASSETS</b>					
Stocks		134,536		126,038	
Debtors		541,036		522,424	
Cash at bank and in hand		<u>236,411</u>		<u>245,781</u>	
		911,983		894,243	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>208,003</u>		<u>245,237</u>	
<b>NET CURRENT ASSETS</b>			<u>703,980</u>		<u>649,006</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			743,417		694,748
<b>CREDITORS</b>					
Amounts falling due after more than one year			(33,690) <sup>1</sup>		(20,221) <sup>1</sup>
<b>PROVISIONS FOR LIABILITIES</b>			<u>(4,427)</u>		<u>-</u>
<b>NET ASSETS</b>			<u>705,300</u>		<u>674,527</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	3		10,000		10,000
Profit and loss account			<u>695,300</u>		<u>664,527</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>705,300</u>		<u>674,527</u>

The notes form part of these abbreviated accounts

**Abbreviated Balance Sheet - continued**  
**28 February 2015**

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 28 February 2015.

The members have not required the company to obtain an audit of its financial statements for the year ended 28 February 2015 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges his 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 abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the director on 23 November 2015 and were signed by:

A J Elder - Director

**Notes to the Abbreviated Accounts  
For The Year Ended 28 February 2015**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements 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 net invoiced sales of goods, excluding value added tax.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Equipment - 25% on reducing balance, 25% on cost and 15% 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.

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

**Hire purchase and leasing commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**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 the profit and loss account in the period to which they relate.

**Notes to the Abbreviated Accounts - continued**  
**For The Year Ended 28 February 2015**

**2. TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 March 2014	342,510
Additions	28,528
Disposals	(54,370)
At 28 February 2015	<u>316,668</u>
<b>DEPRECIATION</b>	
At 1 March 2014	296,768
Charge for year	14,961
Eliminated on disposal	(34,498)
At 28 February 2015	<u>277,231</u>
<b>NET BOOK VALUE</b>	
At 28 February 2015	<u>39,437</u>
At 28 February 2014	<u>45,742</u>

**3. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:			
Number:	Class:	Nominal value:	28.2.15 28.2.14
		£	£
10,000	Ordinary	£1	<u>10,000</u> <u>10,000</u>

**4. DIRECTOR'S ADVANCES, CREDITS AND GUARANTEES**

The following advances and credits to a director subsisted during the years ended 28 February 2015 and 28 February 2014:

	28.2.15 £	28.2.14 £
<b>A J Elder</b>		
Balance outstanding at start of year	223,675	108,570
Amounts advanced	34,636	115,105
Amounts repaid	-	-
Balance outstanding at end of year	<u>258,311</u>	<u>223,675</u>

**Chartered Accountants' Report to the Director  
on the Unaudited Financial Statements of  
Moray Office Supplies Limited**

**The following reproduces the text of the report prepared for the director in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to five) have been prepared.**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Moray Office Supplies Limited for the year ended 28 February 2015 which comprise the Profit and Loss Account, 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 Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

This report is made solely to the director of Moray Office Supplies Limited in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Moray Office Supplies Limited and state those matters that we have agreed to state to the director of Moray Office Supplies Limited in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its director for our work or for this report.

It is your duty to ensure that Moray Office Supplies Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Moray Office Supplies Limited. You consider that Moray Office Supplies Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Moray Office Supplies Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

The Long Partnership  
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23 November 2015



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.