

ABERDEEN CLEANING SERVICES LIMITED
ABBREVIATED UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2013

Johnston Carmichael LLP
16 Carden Place
Aberdeen
AB10 1FX

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FOR THE YEAR ENDED 30 NOVEMBER 2013**

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ABERDEEN CLEANING SERVICES LIMITED

**COMPANY INFORMATION
FOR THE YEAR ENDED 30 NOVEMBER 2013**

DIRECTORS:

Sheila Brebner Gravenstede
Joanne Deborah Borthwick
John Alexander Borthwick
Richard John James Gravenstede

SECRETARY:

Sheila Brebner Gravenstede

REGISTERED OFFICE:

31 Summer Street
ABERDEEN
AB10 1SB

REGISTERED NUMBER:

SC293016 (Scotland)

ACCOUNTANTS:

Johnston Carmichael LLP
16 Carden Place
Aberdeen
AB10 1FX

ABERDEEN CLEANING SERVICES LIMITED (REGISTERED NUMBER: SC293016)**ABBREVIATED BALANCE SHEET
30 NOVEMBER 2013**

		2013		2012	
	Notes	£	£	£	£
FIXED ASSETS					
Intangible assets	2		300,000		375,000
Tangible assets	3		94,662		101,855
Investment property	4		<u>119,409</u>		<u>119,409</u>
			514,071		596,264
CURRENT ASSETS					
Stocks		260		260	
Debtors		330,741		277,779	
Prepayments and accrued income		19,127		6,229	
Cash at bank and in hand		<u>39,989</u>		<u>40,793</u>	
		390,117		325,061	
CREDITORS					
Amounts falling due within one year	5	<u>501,546</u>		<u>427,705</u>	
NET CURRENT LIABILITIES			<u>(111,429)</u>		<u>(102,644)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			402,642		493,620
CREDITORS					
Amounts falling due after more than one year	5		(261,374) ¹		(360,255) ¹
PROVISIONS FOR LIABILITIES			<u>(7,869)</u>		<u>(6,917)</u>
NET ASSETS			<u>133,399</u>		<u>126,448</u>

The notes form part of these abbreviated accounts

ABBREVIATED BALANCE SHEET - continued
30 NOVEMBER 2013

		2013		2012	
	Notes	£	£	£	£
CAPITAL AND RESERVES					
Called up share capital	6		604		604
Profit and loss account			<u>132,795</u>		<u>125,844</u>
SHAREHOLDERS' FUNDS			<u>133,399</u>		<u>126,448</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2013 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 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 Board of Directors on 9 April 2014 and were signed on its behalf by:

Sheila Brebner Gravenstede - Director

**NOTES TO THE ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2013**

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 cleaning services, excluding value added tax.

Goodwill

Goodwill, being the amount paid in connection with the acquisition of a business in 2006, is being amortised evenly over its estimated useful life of ten years.

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.

Plant and machinery	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 33% on cost

Investment property

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in market value is transferred to a revaluation reserve.

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 30 NOVEMBER 2013

1. ACCOUNTING POLICIES - continued

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all liabilities.

2. INTANGIBLE FIXED ASSETS

	Total £
COST	
At 1 December 2012 and 30 November 2013	<u>750,000</u>
AMORTISATION	
At 1 December 2012	375,000
Amortisation for year	<u>75,000</u>
At 30 November 2013	<u>450,000</u>
NET BOOK VALUE	
At 30 November 2013	<u>300,000</u>
At 30 November 2012	<u>375,000</u>

3. TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 December 2012	148,971
Additions	<u>14,191</u>
At 30 November 2013	<u>163,162</u>
DEPRECIATION	
At 1 December 2012	47,116
Charge for year	<u>21,384</u>
At 30 November 2013	<u>68,500</u>
NET BOOK VALUE	
At 30 November 2013	<u>94,662</u>
At 30 November 2012	<u>101,855</u>

NOTES TO THE ABBREVIATED ACCOUNTS - continued
FOR THE YEAR ENDED 30 NOVEMBER 2013

4. INVESTMENT PROPERTY

	Total £
COST	
At 1 December 2012 and 30 November 2013	<u>119,409</u>
NET BOOK VALUE	
At 30 November 2013	<u>119,409</u>
At 30 November 2012	<u>119,409</u>

5. CREDITORS

Creditors include an amount of £ 449,590 (2012 - £ 524,606) for which security has been given.

They also include the following debts falling due in more than five years:

	2013 £	2012 £
Repayable by instalments	<u>42,819</u>	<u>43,064</u>

6. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2013 £	2012 £
202	Ordinary - A Voting	£1	202	202
2	Ordinary - Non Voting	£1	2	2
400	Ordinary - B,C Voting	£1	<u>400</u>	<u>400</u>
			<u>604</u>	<u>604</u>

The non voting shares are split into D and E shares.

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS
ON THE UNAUDITED FINANCIAL STATEMENTS OF
ABERDEEN CLEANING SERVICES LIMITED**

The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to six) 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 Aberdeen Cleaning Services Limited for the year ended 30 November 2013 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 of Scotland, we are subject to its ethical and other professional requirements which are detailed at <http://www.icas.org.uk/accountspreparationguidance>.

This report is made solely to the Board of Directors of Aberdeen Cleaning Services Limited, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Aberdeen Cleaning Services Limited and state those matters that we have agreed to state to the Board of Directors of Aberdeen Cleaning Services Limited, as a body, in this report in accordance with the requirements of the Institute of Chartered Accountants of Scotland as detailed at <http://www.icas.org.uk/accountspreparationguidance>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Aberdeen Cleaning Services 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 Aberdeen Cleaning Services Limited. You consider that Aberdeen Cleaning Services 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 Aberdeen Cleaning Services 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.

Johnston Carmichael LLP
16 Carden Place
Aberdeen
AB10 1FX

9 April 2014

This page does not form part of the abbreviated accounts

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.