

**Abbreviated Unaudited Accounts**  
**for the Year Ended 31 December 2012**  
**for**  
**A & J Business Services Ltd**

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for the Year Ended 31 December 2012**

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**A & J Business Services Ltd**  
**Company Information**  
**for the Year Ended 31 December 2012**

**DIRECTORS:** A Gardiner  
Mrs J M Gardiner

**SECRETARY:** Mrs J M Gardiner

**REGISTERED OFFICE:** Ruach  
Inverurie  
Peterhead  
Aberdeenshire  
AB42 3DE

**REGISTERED NUMBER:** SC295819 (Scotland)

**ACCOUNTANTS:** SBP  
Accountants  
Glebefield House  
21 Links Terrace  
Peterhead  
Aberdeenshire  
AB42 2XA

**Abbreviated Balance Sheet  
31 December 2012**

	Notes	31.12.12 £	£	31.12.11 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		4,821		2,677
Investments	3		<u>15,000</u>		<u>15,000</u>
			<b>19,821</b>		<b>17,677</b>
<b>CURRENT ASSETS</b>					
Debtors		4,193		7,666	
Cash at bank		<u>2,315</u>		<u>12,897</u>	
		<b>6,508</b>		<b>20,563</b>	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>1,270</u>		<u>3,358</u>	
<b>NET CURRENT ASSETS</b>			<b>5,238</b>		<b>17,205</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>25,059</b>		<b>34,882</b>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	4		2		2
Profit and loss account			<u>25,057</u>		<u>34,880</u>
<b>SHAREHOLDERS' FUNDS</b>			<b>25,059</b>		<b>34,882</b>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2012 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
- (b) 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.

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 13 March 2013 and were signed on its behalf by:

A Gardiner - Director

**Notes to the Abbreviated Accounts  
for the Year Ended 31 December 2012**

**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 services, 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.

Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 33% on cost

**Deferred tax**

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

**2. TANGIBLE FIXED ASSETS**

	<b>Total £</b>
<b>COST</b>	
At 1 January 2012	7,641
Additions	<u>3,034</u>
At 31 December 2012	<u>10,675</u>
<b>DEPRECIATION</b>	
At 1 January 2012	4,964
Charge for year	<u>890</u>
At 31 December 2012	<u>5,854</u>
<b>NET BOOK VALUE</b>	
At 31 December 2012	<u>4,821</u>
At 31 December 2011	<u>2,677</u>

**3. FIXED ASSET INVESTMENTS**

	<b>Investments other than loans £</b>
<b>COST</b>	
At 1 January 2012 and 31 December 2012	<u>15,000</u>
<b>NET BOOK VALUE</b>	
At 31 December 2012	<u>15,000</u>
At 31 December 2011	<u>15,000</u>

**Notes to the Abbreviated Accounts - continued  
for the Year Ended 31 December 2012**

**4. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.12.12 £	31.12.11 £
2	Ordinary	£1	<u>2</u>	<u>2</u>

**5. TRANSACTIONS WITH DIRECTORS**

Included in debtors at 31 December 2011 was a loan of £2,878 advanced to A & J Investments (Scotland) Ltd. This company is controlled by the directors of A & J Business Services Ltd. This loan was repaid on 16th February 2012.

The company director Mrs Jean Gardiner was advanced £490 during the year and this balance was still outstanding at 31 December 2012.

**A & J Business Services Ltd**

**Report of the Accountants to the Directors of  
A & J Business Services Ltd**

**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 four) have been prepared.**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 December 2012 set out on pages two to five and you consider that the company is exempt from an audit.

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.

SBP  
Accountants  
Glebefield House  
21 Links Terrace  
Peterhead  
Aberdeenshire  
AB42 2XA

13 March 2013

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.