

**Abbreviated Unaudited Accounts**  
**for the Year Ended 30 September 2012**  
**for**  
**Smart Office Systems Limited**

**Contents of the Abbreviated Accounts  
for the Year Ended 30 September 2012**

	<b>Page</b>
<b>Company Information</b>	1
<b>Abbreviated Balance Sheet</b>	2
<b>Notes to the Abbreviated Accounts</b>	3

**Smart Office Systems Limited**  
**Company Information**  
**for the Year Ended 30 September 2012**

**DIRECTORS:** A Skelton  
J Behan  
G Young

**SECRETARY:** A Skelton

**REGISTERED OFFICE:** 356A Dukesway Court  
Team Valley Trading Estate  
Gateshead  
Tyne and Wear  
NE11 0BH

**REGISTERED NUMBER:** 04527805 (England and Wales)

**ACCOUNTANTS:** Pullan Barnes  
Chartered Accountants  
Stephenson House  
Richard Street  
Hetton-le-Hole  
Tyne and Wear  
DH5 9HW

**Abbreviated Balance Sheet**  
**30 September 2012**

	Notes	30.9.12 £	£	30.9.11 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		19,712		22,978
<b>CURRENT ASSETS</b>					
Stocks		146,432		242,682	
Debtors		238,644		223,947	
Cash at bank and in hand		<u>28,089</u>		<u>149</u>	
		413,165		466,778	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>290,699</u>		<u>347,837</u>	
<b>NET CURRENT ASSETS</b>			<u>122,466</u>		<u>118,941</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>142,178</u>		<u>141,919</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	3		999		999
Profit and loss account			<u>141,179</u>		<u>140,920</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>142,178</u>		<u>141,919</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 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 Sections 394 and 395 and
- (b) 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 7 November 2012 and were signed on its behalf by:

J Behan - Director

G Young - Director

**Notes to the Abbreviated Accounts  
for the Year Ended 30 September 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 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.

Fixtures and fittings - 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.

**2. TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 October 2011	48,452
Additions	<u>274</u>
At 30 September 2012	<u>48,726</u>
<b>DEPRECIATION</b>	
At 1 October 2011	25,474
Charge for year	<u>3,540</u>
At 30 September 2012	<u>29,014</u>
<b>NET BOOK VALUE</b>	
At 30 September 2012	<u>19,712</u>
At 30 September 2011	<u>22,978</u>

**3. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	30.9.12	30.9.11
999	Ordinary Shares	£1	£ <u>999</u>	£ <u>999</u>