

Abbreviated Unaudited Accounts
for the Year Ended 30 September 2013
for
Smart Office Systems Limited

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for the Year Ended 30 September 2013**

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Smart Office Systems Limited
Company Information
for the Year Ended 30 September 2013

DIRECTORS:

Mr J Behan
Mr G J Young
Mr A Skelton

REGISTERED OFFICE:

Unit 356a Dukesway Court
Team Valley Trading Estate
Gateshead
Tyne and Wear
NE11 0BH

REGISTERED NUMBER:

04527805 (England and Wales)

ACCOUNTANTS:

RHK Business Advisers LLP
Chartered Accountants
and Business Advisers
Coburg House
1 Coburg Street
Gateshead
Tyne & Wear
NE8 1NS

Abbreviated Balance Sheet
30 September 2013

	Notes	2013 £	£	2012 £	£
FIXED ASSETS					
Tangible assets	2		20,865		19,712
CURRENT ASSETS					
Stocks		84,990		146,432	
Debtors		314,884		238,644	
Cash at bank and in hand		14,219		28,089	
		<u>414,093</u>		<u>413,165</u>	
CREDITORS					
Amounts falling due within one year		<u>293,145</u>		<u>290,699</u>	
NET CURRENT ASSETS			<u>120,948</u>		<u>122,466</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>141,813</u></u>		<u><u>142,178</u></u>
CAPITAL AND RESERVES					
Called up share capital	3		999		999
Profit and loss account			<u>140,814</u>		<u>141,179</u>
SHAREHOLDERS' FUNDS			<u><u>141,813</u></u>		<u><u>142,178</u></u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 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 14 May 2014 and were signed on its behalf by:

Mr J Behan - Director

Mr G J Young - Director

**Notes to the Abbreviated Accounts
for the Year Ended 30 September 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 goods, excluding value added tax, except in respect of service contracts where turnover is recognised when the company obtains the right to consideration.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 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.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

Hire purchase and leasing commitments

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.

2. **TANGIBLE FIXED ASSETS**

Total
£

COST

At 1 October 2012	48,726
Additions	5,708
At 30 September 2013	<u>54,434</u>

DEPRECIATION

At 1 October 2012	29,014
Charge for year	4,555
At 30 September 2013	<u>33,569</u>

NET BOOK VALUE

At 30 September 2013	<u>20,865</u>
At 30 September 2012	<u>19,712</u>

Notes to the Abbreviated Accounts - continued
for the Year Ended 30 September 2013

3. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value: £1	2013 £	2012 £
NIL (2012 - 999)	Ordinary		-	999
283	A	£1	283	-
283	B	£1	283	-
283	C	£1	283	-
50	D	£1	50	-
50	E	£1	50	-
50	F	£1	50	-
			<u>999</u>	<u>999</u>