

**Abbreviated Unaudited Accounts
for the Year Ended 30 September 2015
for
Smart Office Systems Limited**

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for the Year Ended 30 September 2015**

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Smart Office Systems Limited
Company Information
for the Year Ended 30 September 2015

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 2015

	Notes	2015 £	£	2014 £	£
FIXED ASSETS					
Tangible assets	2		10,305		15,585
CURRENT ASSETS					
Stocks		159,050		75,247	
Debtors		412,368		376,432	
Cash at bank and in hand		42,048		15,889	
		<u>613,466</u>		<u>467,568</u>	
CREDITORS					
Amounts falling due within one year	3	<u>471,398</u>		<u>340,490</u>	
NET CURRENT ASSETS			<u>142,068</u>		<u>127,078</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>152,373</u>		<u>142,663</u>
CAPITAL AND RESERVES					
Called up share capital	4		999		999
Profit and loss account			<u>151,374</u>		<u>141,664</u>
SHAREHOLDERS' FUNDS			<u>152,373</u>		<u>142,663</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2015.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2015 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) 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.

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 15 January 2016 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 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).

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

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.

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 2014
and 30 September 2015

54,434

DEPRECIATION

At 1 October 2014
Charge for year
At 30 September 2015

38,849
5,280
44,129

NET BOOK VALUE

At 30 September 2015
At 30 September 2014

10,305
15,585

3. CREDITORS

Creditors include an amount of £ 31,399 for which security has been given.

Notes to the Abbreviated Accounts - continued
for the Year Ended 30 September 2015

4. **CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2015 £	2014 £
283	A	£1	283	283
283	B	£1	283	283
283	C	£1	283	283
50	D	£1	50	50
50	E	£1	50	50
50	F	£1	50	50
			<u>999</u>	<u>999</u>