

**ACTION SECRETARIES LIMITED**

**Report and Financial Statements**

**Period Ended 29 December 2007**

**Company Number: 1123581**

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## **ACTION SECRETARIES LIMITED**

### **Report of the directors for the period ended 29 December 2007**

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The directors present their report together with the audited financial statements for the period ended 29 December 2007

#### **Principal activity**

The company has not traded throughout the financial period. Consequently, no profit and loss account has been produced.

#### **Directors**

The directors who served during the period were

P McTaggart  
G Wiley  
S Gray

#### **Directors' responsibilities**

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare financial statements for each financial period. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware

- there is no relevant audit information of which the company's auditors are unaware, and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**ACTION SECRETARIES LIMITED**

**Report of the directors for the period ended 29 December 2007 (*continued*)**

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**Auditor**

Tenon Audit Limited have expressed their willingness to continue in office and a resolution to reappoint them will be proposed at the annual general meeting

On behalf of the Board

  
P McTaggart  
**Director**

14 March 2008

## Independent auditor's report to the members of Action Secretaries Limited

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We have audited the financial statements of Action Secretaries Limited for the period ended 29 December 2007 which comprise the Balance Sheet and the related notes set out on pages 4 and 5. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 5.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of directors and auditor

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read other information contained in the Directors' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

### Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 29 December 2007, have been properly prepared in accordance with the Companies Act 1985 and the information given in the Directors' Report is consistent with the financial statements.

*Tenon Audit Limited*

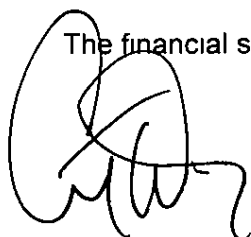
Tenon Audit Limited  
Registered Auditor  
1 Bede Island Road  
Bede Island Business Park  
Leicester  
LE2 7EA  
18 March 2008

# ACTION SECRETARIES LIMITED

## Balance sheet at 29 December 2007

	Note	29 December 2007 £	30 December 2006 £
<b>Net assets</b>		-	-
<b>Capital and reserves</b>			
Called up share capital	3	14,049	14,049
Profit and loss account		(14,049)	(14,049)
<b>Shareholders' funds</b>		-	-

The financial statements were approved by the Board on 14 March 2008



G Wiley  
Director

The notes on page 5 form part of these financial statements

## ACTION SECRETARIES LIMITED

Notes forming part of the financial statements for the period ended 29 December 2007

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### 1 Accounting policies

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards

### 2 Directors' remuneration

The directors did not receive any emoluments from the company during the period

### 3 Share capital

	Authorised 29 December 2007 and 30 December 2006 £	Allotted, called up and fully paid 29 December 2007 and 30 December 2006 £
Ordinary shares of £1 each	101,000	14,049
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### 4 Parent company

The company's parent company is Aptus Personnel Limited

### 5 Controlling party

The company is considered to be under the control of the directors of Aptus Personnel Limited, by virtue of their interests in the majority of the issued share capital of that company