

The Admin Bureau Ltd**Registered number:** 02444201**Abbreviated Balance Sheet
as at 31 March 2016**

	Notes	2016 £	2015 £
Fixed assets			
Tangible assets	2	7,267	8,549
Investments	3	245,713	216,763
		<u>252,980</u>	<u>225,312</u>
Current assets			
Debtors		33,170	22,964
Cash at bank and in hand		640,889	648,405
		<u>674,059</u>	<u>671,369</u>
Creditors: amounts falling due within one year		<u>(188,369)</u>	<u>(154,935)</u>
Net current assets		485,690	516,434
Total assets less current liabilities		<u>738,670</u>	<u>741,746</u>
Creditors: amounts falling due after more than one year		(81,813)	(84,080)
Provisions for liabilities		(1,313)	(1,539)
Net assets		<u>655,544</u>	<u>656,127</u>
Capital and reserves			
Called up share capital	4	200	200
Revaluation reserve		10,713	16,763
Profit and loss account		644,631	639,164
Shareholders' funds		<u>655,544</u>	<u>656,127</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Mr E Culley

Director

Approved by the board on 2 August 2016

The Admin Bureau Ltd
Notes to the Abbreviated Accounts
for the year ended 31 March 2016

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Turnover

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery	15% reducing balance
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Deferred taxation

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2 Tangible fixed assets	£
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Cost

At 1 April 2015	28,096
At 31 March 2016	<u>28,096</u>

Depreciation

At 1 April 2015	19,547
Charge for the year	<u>1,282</u>
At 31 March 2016	<u>20,829</u>

Net book value

At 31 March 2016	<u>7,267</u>
At 31 March 2015	<u>8,549</u>

3 Investments	£
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Cost

At 1 April 2015	216,763
Additions	35,000
Unlisted - Revaluation	(6,050)
At 31 March 2016	<u>245,713</u>

4 Share capital	Nominal	2016	2016	2015
	value	Number	£	£
Allotted, called up and fully paid:				
Ordinary A shares	£1 each	100	100	100
Ordinary B shares	£1 each	100	<u>100</u>	<u>100</u>

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