

Abbreviated Unaudited Accounts for the Year Ended 30 April 2011

for

First Office Systems Limited

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for the Year Ended 30 April 2011**

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**Company Information
for the Year Ended 30 April 2011**

DIRECTORS:

J S Donegan
J C Seal

SECRETARY:

J S Donegan

REGISTERED OFFICE:

14-16 Albion Road
Tunbridge Wells
Kent
TN1 2NH

REGISTERED NUMBER:

2511016 (England and Wales)

ACCOUNTANTS:

Deeks Evans
Chartered Accountants
3 Boyne Park
Tunbridge Wells
Kent
TN4 8EN

**Abbreviated Balance Sheet
30 April 2011**

	Notes	2011 £	£	2010 £	£
FIXED ASSETS					
Tangible assets	2		706		4,568
CURRENT ASSETS					
Stocks		88,324		91,365	
Debtors		232,477		182,886	
Cash at bank		495,588		427,140	
		<u>816,389</u>		<u>701,391</u>	
CREDITORS					
Amounts falling due within one year		<u>587,135</u>		<u>504,166</u>	
NET CURRENT ASSETS			<u>229,254</u>		<u>197,225</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>229,960</u>		<u>201,793</u>
CAPITAL & RESERVES					
Called up share capital	3		99,999		99,999
Profit & loss account			<u>129,961</u>		<u>101,794</u>
SHAREHOLDERS' FUNDS			<u>229,960</u>		<u>201,793</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2011

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2011 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
- (b) 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 19 October 2011 and were signed on its behalf by



J S Donegan - Director

**Notes to the Abbreviated Accounts
for the Year Ended 30 April 2011**

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 & fittings - 33% on cost

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

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 May 2010	58,170
Disposals	(21,263)
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At 30 April 2011	36,907
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DEPRECIATION	
At 1 May 2010	53,602
Charge for year	3,862
Eliminated on disposal	(21,263)
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At 30 April 2011	36,201
	<hr/>
NET BOOK VALUE	
At 30 April 2011	706
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At 30 April 2010	4,568
	<hr/>

3 CALLED UP SHARE CAPITAL

Allotted, issued and fully paid Number	Class	Nominal value	2011 £	2010 £
89,999	Voting ordinary	£1	89,999	89,999
10,000	Non voting ordinary	£1	10,000	10,000
			<hr/>	<hr/>
			99,999	99,999
			<hr/>	<hr/>

The issued shares of the company are divided into Voting A shares and Non Voting B shares. In all other respects the shares rank pari passu with each other.

**Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
First Office Systems Limited**

The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to three) have been prepared.


In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of First Office Systems Limited for the year ended 30 April 2011 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook

This report is made solely to the Board of Directors of First Office Systems Limited, as a body, in accordance with the terms of our engagement letter dated 3 October 2001. Our work has been undertaken solely to prepare for your approval the financial statements of First Office Systems Limited and state those matters that we have agreed to state to the Board of Directors of First Office Systems Limited, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that First Office Systems Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of First Office Systems Limited. You consider that First Office Systems Limited is exempt from the statutory audit requirement for the year

We have not been instructed to carry out an audit or a review of the financial statements of First Office Systems Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



Deeks Evans
Chartered Accountants
3 Boyne Park
Tunbridge Wells
Kent
TN4 8EN

19 October 2011