

**REGISTERED NUMBER: 02511016 (England and Wales)**

**Abbreviated Unaudited Accounts for the Year Ended 30 April 2013**

**for**

**First Office Systems Limited**

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for the Year Ended 30 April 2013**

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**Company Information  
for the Year Ended 30 April 2013**

**DIRECTORS:** J S Donegan  
J C Seal  
N S Brandon

**SECRETARY:** J S Donegan

**REGISTERED OFFICE:** 14-16 Albion Road  
Tunbridge Wells  
Kent  
TN1 2NH

**REGISTERED NUMBER:** 02511016 (England and Wales)

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

**Abbreviated Balance Sheet  
30 April 2013**

	Notes	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	2	-	162
<b>CURRENT ASSETS</b>			
Stocks		90,946	102,411
Debtors		247,127	215,703
Cash at bank		566,193	558,531
		<u>904,266</u>	<u>876,645</u>
<b>CREDITORS</b>			
Amounts falling due within one year		<u>543,377</u>	<u>623,899</u>
<b>NET CURRENT ASSETS</b>		<u>360,889</u>	<u>252,746</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>360,889</u>	<u>252,908</u>
<b>CAPITAL &amp; RESERVES</b>			
Called up share capital	3	100,099	100,099
Profit & loss account		<u>260,790</u>	<u>152,809</u>
<b>SHAREHOLDERS' FUNDS</b>		<u>360,889</u>	<u>252,908</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 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
- (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 8 August 2013 and were signed on its behalf by



J S Donegan - Director

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

**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 £
<b>COST</b>	
At 1 May 2012	
and 30 April 2013	36,907
<b>DEPRECIATION</b>	
At 1 May 2012	36,745
Charge for year	162
At 30 April 2013	36,907
<b>NET BOOK VALUE</b>	
At 30 April 2013	-
At 30 April 2012	162

**3 CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid Number	Class	Nominal value	2013 £	2012 £
74,999	Voting ordinary	£1	74,999	74,999
25,000	Non voting ordinary	£1	25,000	25,000
100	Non voting ordinary	£1	100	100
			100,099	100,099

The issued shares of the company are divided into Voting A shares, Non Voting B shares and Non Voting C 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.**

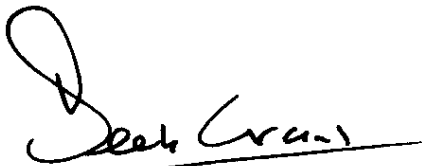
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of First Office Systems Limited for the year ended 30 April 2013 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the company's 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](http://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 2011. 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](http://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

8 August 2013