

REGISTERED NUMBER: 2511016 (England and Wales)

Abbreviated Unaudited Accounts for the Year Ended 30 April 2010

for

First Office Systems Limited

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for the Year Ended 30 April 2010**

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**Company Information
for the Year Ended 30 April 2010**

DIRECTORS:

J S Donegan
A J Brett

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 2010**

	Notes	2010 £	2009 £
FIXED ASSETS			
Tangible assets	2	4,568	47,903
CURRENT ASSETS			
Stocks		91,365	81,312
Debtors		182,886	222,491
Cash at bank		427,140	387,988
		<u>701,391</u>	<u>691,791</u>
CREDITORS			
Amounts falling due within one year		<u>504,166</u>	<u>561,243</u>
NET CURRENT ASSETS		<u>197,225</u>	<u>130,548</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>201,793</u>	<u>178,451</u>
CAPITAL & RESERVES			
Called up share capital	3	99,999	99,999
Profit & loss account		<u>101,794</u>	<u>78,452</u>
SHAREHOLDERS' FUNDS		<u>201,793</u>	<u>178,451</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2010

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2010 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for

- 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 **18th OCTOBER 2010** and were signed on its behalf by



J S Donegan - Director

**Notes to the Abbreviated Accounts
for the Year Ended 30 April 2010**

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	- 25% on cost
Motor vehicles	- 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 2009	108,337
Additions	1,633
Disposals	(51,800)
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At 30 April 2010	58,170
DEPRECIATION	
At 1 May 2009	60,434
Charge for year	8,784
Eliminated on disposal	(15,616)
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At 30 April 2010	53,602
NET BOOK VALUE	
At 30 April 2010	4,568
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At 30 April 2009	47,903
	<hr/>

3 CALLED UP SHARE CAPITAL

Allotted, issued and fully paid Number	Class	Nominal value	2010 £	2009 £
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 accordance with the engagement letter dated 3 October 2001, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company for the year ended 30 April 2010 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us

This report is made to the company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this 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 Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements

You have acknowledged on the Balance Sheet as at 30 April 2010 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year

We have not been instructed to carry out an audit of the financial statements. 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 financial statements

Deeks Evans

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

Date

18/10/2010