

REGISTERED NUMBER: 02511016 (England and Wales)

Abbreviated Unaudited Accounts for the Year Ended 30 April 2016

for

First Office Systems Limited



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for the Year Ended 30 April 2016**

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**Company Information
for the Year Ended 30 April 2016**

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

**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 three to four) have been prepared.

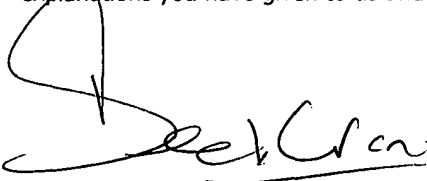
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of First Office Systems Limited for the year ended 30 April 2016 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the company's 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

15 August 2016

**Abbreviated Balance Sheet
30 April 2016**

| | Notes | 2016 £ | 2015 £ |
|--|-------|-----------------------|-----------------------|
| FIXED ASSETS | | | |
| Tangible assets | 2 | 452 | 5,891 |
| CURRENT ASSETS | | | |
| Stocks | | 157,294 | 149,523 |
| Debtors | | 268,940 | 233,676 |
| Cash at bank | | 558,644 | 621,294 |
| | | <u>984,878</u> | <u>1,004,493</u> |
| CREDITORS | | | |
| Amounts falling due within one year | | <u>588,724</u> | <u>616,531</u> |
| NET CURRENT ASSETS | | <u>396,154</u> | <u>387,962</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u><u>396,606</u></u> | <u><u>393,853</u></u> |
| CAPITAL & RESERVES | | | |
| Called up share capital | 3 | 100,099 | 100,099 |
| Profit & loss account | | <u>296,507</u> | <u>293,754</u> |
| SHAREHOLDERS' FUNDS | | <u><u>396,606</u></u> | <u><u>393,853</u></u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2016 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 15 August 2016 and were signed on its behalf by:



J S Donegan - Director

**Notes to the Abbreviated Accounts
for the Year Ended 30 April 2016**

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 January 2015).

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 2015 | |
| and 30 April 2016 | 29,658 |
| DEPRECIATION | |
| At 1 May 2015 | 23,767 |
| Charge for year | 5,439 |
| At 30 April 2016 | 29,206 |
| NET BOOK VALUE | |
| At 30 April 2016 | 452 |
| At 30 April 2015 | 5,891 |

3. CALLED UP SHARE CAPITAL

| Allotted, issued and fully paid: | | Nominal value: | 2016 £ | 2015 £ |
|----------------------------------|---------------------|-------------------|-----------|-----------|
| Number: | Class: | | | |
| 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.

4. ULTIMATE PARENT COMPANY

First Office Holdings Limited is regarded by the directors as being the company's ultimate parent company.