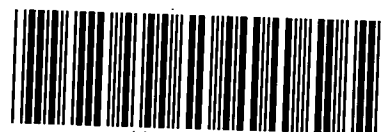


OFFICE ZONE LIMITED
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO
31 DECEMBER 2013

Company Number 02848787

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COMPANIES HOUSE

OFFICE ZONE LIMITED
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO
31 DECEMBER 2013

DIRECTORS

A G Mobbs
J M Whiteway

SECRETARY

P Maynard

REGISTERED OFFICE

Unit 4
500 Purley Way
Croydon
CR0 4NZ

OFFICE ZONE LIMITED
DIRECTORS' REPORT
for the year to 31 December 2013

The directors present their annual report together with the financial statements for the year ended 31 December 2013. The directors' report has been prepared in accordance with the special provisions relating to small companies under Section 415A of the Companies Act 2006 and Section 414B that states no strategic report is required.

DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The company provided third party indemnity insurance for all directors serving during the year. This insurance is still in place. This insurance also covers the directors in their capacity as directors of any associated company.

PRINCIPAL ACTIVITY

The principal activity of the company is as an intermediate parent company.

DIRECTORS

The directors, who served throughout the year except as noted, were as follows :

M Ewart Smith	resigned	31 March 2013
A G Mobbs	appointed	31 March 2013
J M Whiteway		

Approved by the Board of Directors
and signed on behalf of the Board



Pippa Maynard
Secretary

21 May 2014

OFFICE ZONE LIMITED
BALANCE SHEET
as at 31 December 2013

	Notes	2013 £000	2012 £000
FIXED ASSETS			
Investments	2	1,355	1,355
CURRENT ASSETS			
Debtors : amounts falling due more than one year	3	12,038	12,038
Net current assets		12,038	12,038
Total assets less current liabilities		13,393	13,393
CREDITORS: amounts falling due after more than one year	4	(10,553)	(10,553)
Net assets		2,840	2,840
CAPITAL AND RESERVES			
Called up share capital	5	224	224
Share premium account	6	1,703	1,703
Capital redemption reserve	6	913	913
Profit and loss account	6	-	-
Shareholders' funds		2,840	2,840

DIRECTORS' STATEMENT

For the year ending 31 December 2013 the company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to dormant companies.

Director's responsibilities;

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The unaudited balance sheet of Office Zone Limited company number 02848787, was approved by the Board of Directors on 21 May 2014 and signed on its behalf by:



A G Mobbs
Director

1 ACCOUNTING POLICIES

The principal accounting policies are summarised below. They have been applied consistently throughout both the year and the preceding year.

Basis of Accounting

The accounts have been prepared on a going concern basis.

Basis of Consolidation

The company has taken advantage of the exemption from preparing consolidated financial statements afforded by Section 401 of the Companies Act 2006 because it is a wholly owned subsidiary of OfficeTeam Group Limited which prepared consolidated financial statements which are publicly available.

Investments

Fixed asset investments are shown at cost less provision for any impairment.

2 INVESTMENTS

	£000
Shares in subsidiary undertakings	
Cost	
At 1 January 2013 and 31 December 2013	1,355

The principal subsidiary undertakings are listed below. All subsidiaries are 100% owned and incorporated in England.

Investment	Principal activity
OyezStraker Office Supplies Limited	Non trading
OfficeTeam Logistics Limited	Dormant

All holdings are of ordinary shares with the exception of OyezStraker Office Supplies Limited where 100% of the deferred share capital is also held.

	2013 £000	2012 £000
3 DEBTORS		
Amounts owed by subsidiaries repayable after more than one year	12,038	12,038

OFFICE ZONE LIMITED
NOTES TO THE ACCOUNTS (CONTINUED)
for the year ended 31 December 2013

	2013 £000	2012 £000
4 CREDITORS: amounts falling due after more than one year		
Amounts owed to group undertakings	10,553	10,553
Other than not falling due within the next twelve months there are no repayment terms in respect of this amount owed to group undertakings.		

5 CALLED UP SHARE CAPITAL	2013 £'000	2013 Number	2012 £'000	2012 Number
Allotted, called up and fully paid:				
Equity shares:				
- ordinary shares of 10p each	224	2,240	224	2,240

6 RESERVES	Share premium £'000	Capital redemption £'000	Profit and loss account £'000
1 January 2013 and 31 December 2013	1,703	913	-

7 SECURITY AND CONTINGENT LIABILITY

The Royal Bank of Scotland facilities of OfficeTeam Group Limited are secured by first legal charges over properties owned by all companies within that group, and by debentures over all, together with a charge over certain key man insurance policies. The total amount outstanding at 31 December 2013 was £35,454,000 (2012: £78,747,000).

8 PARENT UNDERTAKINGS

The directors regard OyezStraker Group Limited as the company's immediate parent company.

The ultimate parent undertaking is Project Oliver Investors Limited. This company is considered by the Directors to be the direct controlling party of the group.

The parent of the smallest group into which the company is consolidated is OfficeTeam Group Limited. The group accounts of the company are available from the Company Secretary, Unit 4, 500 Purley Way, Croydon, CR0 4NZ. The parent of the largest group into which the company is consolidated is Project Oliver Topco Limited. The group accounts of the company are available from the Company Secretary, Unit 4, 500 Purley Way, Croydon, CR0 4NZ.