

Registered number
03025436

Total Office Print Services Limited

Abbreviated Accounts

29 February 2016

Total Office Print Services Limited

Report to the director on the preparation of the unaudited abbreviated accounts of Total Office Print Services Limited for the year ended 29 February 2016

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the abbreviated accounts of Total Office Print Services Limited for the year ended 29 February 2016 which comprise of 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 Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

This report is made solely to the Board of Directors of Total Office Print Services Limited, as a body, in accordance with the terms of our engagement letter dated 16 June 2010. Our work has been undertaken solely to prepare for your approval the accounts of Total Office Print Services Limited and state those matters that we have agreed to state to the Board of Directors of Total Office Print Services Limited, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Total Office Print Services Limited and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Total Office Print Services Limited has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Total Office Print Services Limited. You consider that Total Office Print Services 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 accounts of Total Office Print Services 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 abbreviated accounts.

Crane & Johnston
Chartered Certified Accountants
30/32 Trebarwith Crescent
Newquay
Cornwall
TR7 1DX

25 October 2016

Total Office Print Services Limited**Registered number:** 03025436**Abbreviated Balance Sheet****as at 29 February 2016**

	Notes	2016 £	2015 £
Fixed assets			
Tangible assets	2	4,988	651
Current assets			
Stocks		631,639	629,579
Debtors		200	200
Cash at bank and in hand		7,816	13,858
		<u>639,655</u>	<u>643,637</u>
Creditors: amounts falling due within one year		<u>(267,519)</u>	<u>(274,102)</u>
Net current assets		372,136	369,535
Total assets less current liabilities		<u>377,124</u>	<u>370,186</u>
Creditors: amounts falling due after more than one year		(211,379)	(219,965)
Net assets		<u>165,745</u>	<u>150,221</u>
Capital and reserves			
Called up share capital	4	100	1
Profit and loss account		165,645	150,220
Shareholder's funds		<u>165,745</u>	<u>150,221</u>

The director is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

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K E Gregory

Director

Approved by the board on 23 October 2016

Total Office Print Services Limited
Notes to the Abbreviated Accounts
for the year ended 29 February 2016

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery	20% straight line
Motor vehicles	25% reducing balance

Stocks

Stock is valued at the lower of cost and net realisable value.

Deferred taxation

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

2 Tangible fixed assets

£

Cost

At 1 March 2015	6,500
Additions	6,000
At 29 February 2016	<u>12,500</u>

Depreciation

At 1 March 2015	5,849
Charge for the year	1,663
At 29 February 2016	<u>7,512</u>

Net book value

At 29 February 2016	<u>4,988</u>
At 28 February 2015	<u>651</u>

3 Loans

2016

2015

£

£

Creditors include:

Secured bank loans

<u>227,752</u>	<u>227,752</u>
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4 Share capital	Nominal value	2016 Number	2016 £	2015 £
Allotted, called up and fully paid:				
Ordinary shares	£1 each	100	<u>100</u>	<u>1</u>

5 Loans to directors

Description and conditions	B/fwd £	Paid £	Repaid £	C/fwd £
K E Gregory				
Loan 1	256,124	(7,099)	-	249,025
	<u>256,124</u>	<u>(7,099)</u>	<u>-</u>	<u>249,025</u>

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.