

**REGISTERED NUMBER: 03445018 (England and Wales)**

**ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2016**

**FOR**

**TURTLE DOCUMENT MANAGEMENT LIMITED**

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FOR THE YEAR ENDED 31 OCTOBER 2016**

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**ABBREVIATED BALANCE SHEET**  
**31 OCTOBER 2016**

|  | Notes | 2016<br>£     | £                   | 2015<br>£     | £                   |
|--|-------|---------------|---------------------|---------------|---------------------|
| <b>FIXED ASSETS</b>                          |       |               |                     |               |                     |
| Tangible assets                              | 2     |               | 1,016               |               | 796                 |
| <b>CURRENT ASSETS</b>                        |       |               |                     |               |                     |
| Debtors                                      |       | 41,935        |                     | 40,231        |                     |
| <b>CREDITORS</b>                             |       |               |                     |               |                     |
| Amounts falling due within one year          |       | <u>38,402</u> |                     | <u>34,199</u> |                     |
| <b>NET CURRENT ASSETS</b>                    |       |               | <u>3,533</u>        |               | <u>6,032</u>        |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |               | 4,549               |               | 6,828               |
| <b>PROVISIONS FOR LIABILITIES</b>            |       |               | <u>203</u>          |               | <u>159</u>          |
| <b>NET ASSETS</b>                            |       |               | <u><u>4,346</u></u> |               | <u><u>6,669</u></u> |
| <b>CAPITAL AND RESERVES</b>                  |       |               |                     |               |                     |
| Called up share capital                      | 3     |               | 100                 |               | 100                 |
| Profit and loss account                      |       |               | <u>4,246</u>        |               | <u>6,569</u>        |
| <b>SHAREHOLDERS' FUNDS</b>                   |       |               | <u><u>4,346</u></u> |               | <u><u>6,669</u></u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 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 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.
- (b)

**ABBREVIATED BALANCE SHEET - continued**  
**31 OCTOBER 2016**

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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 3 April 2017 and were signed on its behalf by:

Mr D L Townsend - Director

**NOTES TO THE ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 31 OCTOBER 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 services, 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.

|                     |                           |
|---------------------|---------------------------|
| Plant and machinery | - 25% on cost             |
| Office Equipment    | - 20% on reducing balance |
| Computer equipment  | - 33% on cost             |

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**2. TANGIBLE FIXED ASSETS**

|                       | Total<br>£    |
|-----------------------|---------------|
| <b>COST</b>           |               |
| At 1 November 2015    | 50,372        |
| Additions             | 625           |
| At 31 October 2016    | <u>50,997</u> |
| <b>DEPRECIATION</b>   |               |
| At 1 November 2015    | 49,576        |
| Charge for year       | 405           |
| At 31 October 2016    | <u>49,981</u> |
| <b>NET BOOK VALUE</b> |               |
| At 31 October 2016    | <u>1,016</u>  |
| At 31 October 2015    | <u>796</u>    |

**3. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

| Number: | Class:   | Nominal<br>value: | 2016<br>£  | 2015<br>£  |
|---------|----------|-------------------|------------|------------|
| 100     | Ordinary | £1                | <u>100</u> | <u>100</u> |

NOTES TO THE ABBREVIATED ACCOUNTS - continued  
FOR THE YEAR ENDED 31 OCTOBER 2016

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4. **RELATED PARTY DISCLOSURES**

During the year, total dividends of £5,530 (2015 - £41,470) were paid to the directors .

**Mr D L Townsend**

Included within debtors is an interest-free loan, repayable on demand, of £33,245 (2015 £24,963) advanced to the director Mr D Townsend during the year.

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.