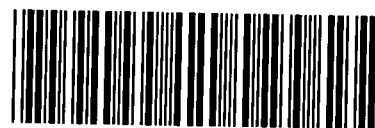


Company Registration No. 08695855 (England and Wales)

OFFICE SUPPORT SERVICES (MANAGEMENT) LIMITED
UNAUDITED ABBREVIATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2016

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OFFICE SUPPORT SERVICES (MANAGEMENT) LIMITED

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OFFICE SUPPORT SERVICES (MANAGEMENT) LIMITED

ABBREVIATED BALANCE SHEET

AS AT 30 SEPTEMBER 2016

	Notes	2016 £	£	2015 £	£
Current assets					
Debtors		61,856		15,869	
Cash at bank and in hand		106,463		130,336	
		<u>168,319</u>		<u>146,205</u>	
Creditors: amounts falling due within one year		<u>(139,682)</u>		<u>(136,930)</u>	
Total assets less current liabilities			<u>28,637</u>		<u>9,275</u>
Capital and reserves					
Called up share capital	2		3		3
Profit and loss account			<u>28,634</u>		<u>9,272</u>
Shareholders' funds			<u>28,637</u>		<u>9,275</u>

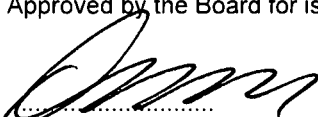
For the financial year ended 30 September 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

These abbreviated financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

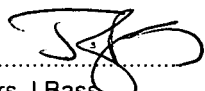
Approved by the Board for issue on 11 May 2017



Mr K P Martindale
Director



Mr P A Martindale
Director



Mrs J Bass
Director

Company Registration No. 08695855

OFFICE SUPPORT SERVICES (MANAGEMENT) LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2016

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

1.3 Turnover

Turnover represents amounts receivable for management service for office support, property management services and rental net of VAT.

2 Share capital

	2016	2015
	£	£
Allotted, called up and fully paid		
3 Ordinary shares of £1 each	3	3
	<u> </u>	<u> </u>

3 Related party relationships and transactions

Other transactions

During the period total dividends of £403,645 were paid to shareholders who are directors.

The JPM Companies Ltd (Formerly JPM Contract Cleaners Limited)

During the period, the company charged management fees of £722,765 (2015: £755,459) to The JPM Group Companies Ltd (Formerly JPM Contract Cleaners Limited,) a company in which Mr K P Martindale, Mr P A Martindale and Mrs J Bass share directorship. The company also received goods and services of £7,006 (2015: £60,713) from The JPM Group Companies Ltd (Formerly JPM Contract Cleaners Limited) during the period. At the balance sheet date The JPM Group companies Ltd (Formerly JPM Contract Cleaners Limited) owed £60,713 (2015: £11,112) to the company.

Programmed Cleaning & Support Services Limited

During the period, the company charged management fees of £210,357 (2015: £277,848) to Programmed Cleaning & Support Services Limited, a company in Mr K P Martindale, Mr P A Martindale and Mrs J Bass share directorship. The company also received goods and services of £Nil (2015: £9,200) from Programmed Cleaning & Support Services Limited during the period. At the balance sheet date Programmed Cleaning & Support Service Limited owed £Nil (2015: £3,680) to the company