

TOTAL OFFICE PRODUCTS AND SERVICES LTD

Abbreviated Unaudited Accounts

for the Year Ended 30 April 2013

TOTAL OFFICE PRODUCTS AND SERVICES LTD (REGISTERED NUMBER: 04207799)

**Contents of the Abbreviated Accounts
for the Year Ended 30 April 2013**

	Page
Company Information	1
Abbreviated Balance Sheet	2 to 3
Notes to the Abbreviated Accounts	4 to 5

TOTAL OFFICE PRODUCTS AND SERVICES LTD

Company Information
for the Year Ended 30 April 2013

Director: Mr R S Bradbury

Registered office: 13 Low Farm Place, Moulton Park
Northampton
Northamptonshire
NN3 6HY

Registered number: 04207799 (England and Wales)

Accountants: Cobley Desborough
Chartered Certified Accountants
Chartered Tax Advisers
Artisans' House
7 Queensbridge
Northampton
Northamptonshire
NN4 7BF

TOTAL OFFICE PRODUCTS AND SERVICES LTD (REGISTERED NUMBER: 04207799)**Abbreviated Balance Sheet
30 April 2013**

	Notes	2013 £	£	2012 £	£
FIXED ASSETS					
Tangible assets	2		75,758		75,786
CURRENT ASSETS					
Stocks		7,814		7,182	
Debtors		20,494		14,888	
Cash at bank and in hand		<u>5,853</u>		<u>6,632</u>	
		34,161		28,702	
CREDITORS					
Amounts falling due within one year		<u>31,807</u>		<u>30,507</u>	
NET CURRENT ASSETS/(LIABILITIES)			<u>2,354</u>		<u>(1,805)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			78,112		73,981
CREDITORS					
Amounts falling due after more than one year	3		<u>56,447</u>		<u>58,680</u>
NET ASSETS			<u>21,665</u>		<u>15,301</u>
CAPITAL AND RESERVES					
Called up share capital	4		2		2
Profit and loss account			<u>21,663</u>		<u>15,299</u>
SHAREHOLDERS' FUNDS			<u>21,665</u>		<u>15,301</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2013 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges his 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)

TOTAL OFFICE PRODUCTS AND SERVICES LTD (REGISTERED NUMBER: 04207799)

Abbreviated Balance Sheet - continued
30 April 2013

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 director on 27 January 2014 and were signed by:

Mr R S Bradbury - Director

The notes form part of these abbreviated accounts

TOTAL OFFICE PRODUCTS AND SERVICES LTD (REGISTERED NUMBER: 04207799)

Notes to the Abbreviated Accounts for the Year Ended 30 April 2013

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 April 2008).

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.

Plant and machinery	- 33% on cost
Fixtures and fittings	- 15% on reducing balance

Stocks

Stocks and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

Deferred tax

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

2. TANGIBLE FIXED ASSETS

	Total £
Cost	
At 1 May 2012	
and 30 April 2013	<u>82,359</u>
Depreciation	
At 1 May 2012	6,573
Charge for year	<u>28</u>
At 30 April 2013	<u>6,601</u>
Net book value	
At 30 April 2013	<u>75,758</u>
At 30 April 2012	<u>75,786</u>

TOTAL OFFICE PRODUCTS AND SERVICES LTD (REGISTERED NUMBER: 04207799)

**Notes to the Abbreviated Accounts - continued
for the Year Ended 30 April 2013**

3. CREDITORS

Creditors include the following debts falling due in more than five years:

	2013	2012
	£	£
Repayable by instalments	<u>27,144</u>	<u>29,377</u>

4. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2013	2012
			£	£
2	Ordinary shares	£1	<u>2</u>	<u>2</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.