

**TOTAL OFFICE PRODUCTS AND SERVICES LTD**

**Abbreviated Unaudited Accounts**

**for the Year Ended 30 April 2016**

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

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for the Year Ended 30 April 2016**

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## TOTAL OFFICE PRODUCTS AND SERVICES LTD

Company Information  
for the Year Ended 30 April 2016

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**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 2016**

	Notes	2016 £	£	2015 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		75,837		75,879
<b>CURRENT ASSETS</b>					
Stocks		2,950		965	
Debtors		41,859		20,526	
Cash at bank		<u>22,497</u>		<u>4,377</u>	
		67,306		25,868	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>77,930</u>		<u>34,109</u>	
<b>NET CURRENT LIABILITIES</b>			(10,624)		(8,241)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			65,213		67,638
<b>CREDITORS</b>					
Amounts falling due after more than one year	3		50,105		52,552
<b>NET ASSETS</b>			<u>15,108</u>		<u>15,086</u>

The notes form part of these abbreviated accounts

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

**Abbreviated Balance Sheet - continued**

**30 April 2016**

	Notes	2016 £	£	2015 £	£
<b>CAPITAL AND RESERVES</b>					
Called up share capital	4		2		2
Profit and loss account			<u>15,106</u>		<u>15,084</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>15,108</u>		<u>15,086</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2016 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)

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 10 June 2016 and were signed by:

Mr R S Bradbury - Director

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

### Notes to the Abbreviated Accounts for the Year Ended 30 April 2016

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

##### 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 £
<b>Cost</b>	
At 1 May 2015 and 30 April 2016	<u>82,578</u>
<b>Depreciation</b>	
At 1 May 2015	6,699
Charge for year	<u>42</u>
At 30 April 2016	<u>6,741</u>
<b>Net book value</b>	
At 30 April 2016	<u>75,837</u>
At 30 April 2015	<u>75,879</u>

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

**Notes to the Abbreviated Accounts - continued  
for the Year Ended 30 April 2016**

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**3. CREDITORS**

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

	2016	2015
	£	£
Repayable by instalments	<u>31,737</u>	<u>26,957</u>

**4. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2016	2015
			£	£
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.