

**REGISTERED NUMBER: 04177262 (England and Wales)**

**ABBREVIATED UNAUDITED ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013**

**FOR**

**PREMIER OFFICE SUPPLIES (UK) LIMITED**

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for the year ended 30 June 2013**

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**PREMIER OFFICE SUPPLIES (UK) LIMITED**

**COMPANY INFORMATION**  
**for the year ended 30 June 2013**

**DIRECTORS:** Mr G Wilson  
Mr M K Heaps

**SECRETARY:** Mr M K Heaps

**REGISTERED OFFICE:** Site 2  
Glenfield Park  
Blakewater Road  
Blackburn  
Lancashire  
BB1 5QH

**REGISTERED NUMBER:** 04177262 (England and Wales)

**ACCOUNTANTS:** Jones Harris Limited  
Chartered Accountants  
17 St. Peters Place  
Fleetwood  
Lancashire  
FY7 6EB

ABBREVIATED BALANCE SHEET  
30 June 2013

	Notes	2013 £	£	2012 £	£
<b>FIXED ASSETS</b>					
Intangible assets	2		61,700		70,514
Tangible assets	3		3,007		5,284
Investments	4		<u>4,000</u>		<u>4,000</u>
			68,707		79,798
<b>CURRENT ASSETS</b>					
Stocks		19,515		14,144	
Debtors		253,972		240,092	
Cash at bank and in hand		<u>115,518</u>		<u>171,568</u>	
		389,005		425,804	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>273,713</u>		<u>320,524</u>	
<b>NET CURRENT ASSETS</b>					
			<u>115,292</u>		<u>105,280</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>183,999</u>		<u>185,078</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	5		200		200
Profit and loss account			<u>183,799</u>		<u>184,878</u>
<b>SHAREHOLDERS' FUNDS</b>					
			<u>183,999</u>		<u>185,078</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2013 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)

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 11 November 2013 and were signed on its behalf by:

Mr M K Heaps - Director

The notes form part of these abbreviated accounts

NOTES TO THE ABBREVIATED ACCOUNTS  
for the year ended 30 June 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 sales of goods net of VAT and trade discounts. Turnover is recognised when the goods are physically delivered to the customer.

**Goodwill**

Goodwill, being the amount paid in connection with the acquisition of businesses in 2001 and 2010, is being amortised evenly over their estimated useful lives of ten years.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Motor vehicles	- 20% on cost
Computer equipment	- 25% on cost

**Stocks**

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

**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.

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

**Fixed asset investments**

Fixed asset investments are recorded at cost less any provision for impairment.

2. INTANGIBLE FIXED ASSETS

	Total £
<b>COST</b>	
At 1 July 2012 and 30 June 2013	<u>220,642</u>
<b>AMORTISATION</b>	
At 1 July 2012	150,128
Amortisation for year	<u>8,814</u>
At 30 June 2013	<u>158,942</u>
<b>NET BOOK VALUE</b>	
At 30 June 2013	<u>61,700</u>
At 30 June 2012	<u>70,514</u>

NOTES TO THE ABBREVIATED ACCOUNTS - continued  
for the year ended 30 June 2013

3. TANGIBLE FIXED ASSETS

	Total £
<b>COST</b>	
At 1 July 2012 and 30 June 2013	<u>37,991</u>
<b>DEPRECIATION</b>	
At 1 July 2012	32,707
Charge for year	<u>2,277</u>
At 30 June 2013	<u>34,984</u>
<b>NET BOOK VALUE</b>	
At 30 June 2013	<u>3,007</u>
At 30 June 2012	<u>5,284</u>

4. FIXED ASSET INVESTMENTS

	Investments other than loans £
<b>COST</b>	
At 1 July 2012 and 30 June 2013	<u>4,000</u>
<b>NET BOOK VALUE</b>	
At 30 June 2013	<u>4,000</u>
At 30 June 2012	<u>4,000</u>

5. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2013 £	2012 £
100	A Ordinary	£1	100	100
100	B Ordinary	£1	<u>100</u>	<u>100</u>
			<u>200</u>	<u>200</u>

The Ordinary "A" shares and Ordinary "B" shares rank pari passu in all respects as if they constituted one class of shares.

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
PREMIER OFFICE SUPPLIES (UK) LIMITED**

**The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to four) have been prepared.**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Premier Office Supplies (UK) Limited for the year ended 30 June 2013 which comprise the Profit and Loss Account, 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 Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

This report is made solely to the Board of Directors of Premier Office Supplies (UK) Limited, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Premier Office Supplies (UK) Limited and state those matters that we have agreed to state to the Board of Directors of Premier Office Supplies (UK) Limited, as a body, in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Premier Office Supplies (UK) Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Premier Office Supplies (UK) Limited. You consider that Premier Office Supplies (UK) 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 financial statements of Premier Office Supplies (UK) 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 statutory financial statements.

Jones Harris Limited  
Chartered Accountants  
17 St. Peters Place  
Fleetwood  
Lancashire  
FY7 6EB

Date: .....

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.