

**Abbreviated Unaudited Accounts for the Year Ended 31 July 2013**

**for**

**A.B. Secretarial Services Limited**

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**for the Year Ended 31 July 2013**

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**A.B. Secretarial Services Limited**

**Company Information**  
**for the Year Ended 31 July 2013**

**DIRECTOR:** Mrs P J Buckler

**SECRETARY:** J M Buckler

**REGISTERED OFFICE:** Old Police Station  
Church St  
Swadlincote  
Derbyshire  
DE11 8LN

**REGISTERED NUMBER:** 00633288 (England and Wales)

**ACCOUNTANTS:** Buckler Spencer Limited  
Chartered Accountants  
Old Police Station  
Church Street  
Swadlincote  
DE11 8LN

**A.B. Secretarial Services Limited (Registered number: 00633288)**

**Abbreviated Balance Sheet**  
**31 July 2013**

	Notes	31.7.13 £	£	31.7.12 £	£
<b>FIXED ASSETS</b>					
Investments	2		408		408
<b>CURRENT ASSETS</b>					
Debtors		188,797		177,625	
Cash at bank		<u>39,442</u>		<u>38,789</u>	
		228,239		216,414	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>22,377</u>		<u>21,183</u>	
<b>NET CURRENT ASSETS</b>			<u>205,862</u>		<u>195,231</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>206,270</u>		<u>195,639</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	3		100		100
Profit and loss account			<u>206,170</u>		<u>195,539</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>206,270</u>		<u>195,639</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2013 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges her 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
- (b) which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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 30 April 2014 and were signed by:

Mrs P J Buckler - Director

The notes form part of these abbreviated accounts

**Notes to the Abbreviated Accounts**  
**for the Year Ended 31 July 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 services, excluding value added tax.

**Deferred tax**

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

**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.

2. **FIXED ASSET INVESTMENTS**

	Investments other than loans £
<b>COST</b>	
At 1 August 2012 and 31 July 2013	408
<b>NET BOOK VALUE</b>	
At 31 July 2013	408
At 31 July 2012	408

3. **CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.7.13 £	31.7.12 £
1,000	Ordinary	10p	<u>100</u>	<u>100</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.