

**Registered Number 04738221**

**H K Secretarial Services Limited**

**Abbreviated Accounts**

**30 April 2010**

**H K Secretarial Services Limited**

**Registered Number 04738221**

**Company Information**

**Registered Office:**

25 Meadowbank

Oxhey

Hertfordshire

WD19 4NP

H K Secretarial Services Limited

Registered Number 04738221

Balance Sheet as at 30 April 2010

	Notes	2010 £	2009 £
<b>Fixed assets</b>			
Tangible	2	987	1,349
		<u>987</u>	<u>1,349</u>
<b>Current assets</b>			
Stocks		0	1,450
Debtors		18,616	5,534
Cash at bank and in hand		2,446	2,962
Total current assets		<u>21,062</u>	<u>9,946</u>
<b>Creditors: amounts falling due within one year</b>		(12,937)	(7,696)
Net current assets (liabilities)		8,125	2,250
Total assets less current liabilities		<u>9,112</u>	<u>3,599</u>
Total net assets (liabilities)		<u>9,112</u>	<u>3,599</u>
<b>Capital and reserves</b>			
Called up share capital	3	100	100
Profit and loss account		9,012	3,499
Shareholders funds		<u>9,112</u>	<u>3,599</u>

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- a. For the year ending 30 April 2010 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
  - b. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
  - c. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
  - d. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board on 26 November 2010

And signed on their behalf by:

Mrs H J Kerai, Director

**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 1068 of the Companies Act 2006.**

## Notes to the Abbreviated Accounts

For the year ending 30 April 2010

**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 services provided.

**Stocks**

Work in progress and work in progress is valued at the lower of cost and net realisable value. 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.

**Depreciation**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and fittings	25% on reducing balance
Computer equipment	25% on reducing balance

**2 Tangible fixed assets**

		<b>Total</b>
<b>Cost</b>		<b>£</b>
At 01 May 2009	-	5,909
At 30 April 2010	-	<u>5,909</u>
<b>Depreciation</b>		
At 01 May 2009		4,560
Charge for year	-	362
At 30 April 2010	-	<u>4,922</u>
<b>Net Book Value</b>		
At 30 April 2010		987
At 30 April 2009	-	<u>1,349</u>

**3 Share capital**

<b>2010</b>	<b>2009</b>
<b>£</b>	<b>£</b>

**Allotted, called up and fully paid:**

100 Ordinary Shares shares of £1  
each

100

100