

Registered Number 07090542

INSTANT OFFICE HELP LIMITED

Abbreviated Accounts

31 March 2016

Abbreviated Balance Sheet as at 31 March 2016

| | <i>Notes</i> | <i>2016</i> | <i>2015</i> |
|---|--------------|------------------|-----------------|
| | | <i>£</i> | <i>£</i> |
| Fixed assets | | | |
| Tangible assets | 2 | 9,840 | 7,180 |
| | | <u>9,840</u> | <u>7,180</u> |
| Current assets | | | |
| Stocks | | 32,000 | 65,000 |
| Debtors | | 1,054 | 1,054 |
| Cash at bank and in hand | | 369,531 | 255,464 |
| | | <u>402,585</u> | <u>321,518</u> |
| Creditors: amounts falling due within one year | | <u>(211,792)</u> | <u>(88,012)</u> |
| Net current assets (liabilities) | | <u>190,793</u> | <u>233,506</u> |
| Total assets less current liabilities | | <u>200,633</u> | <u>240,686</u> |
| Provisions for liabilities | | <u>(1,968)</u> | <u>(1,436)</u> |
| Total net assets (liabilities) | | <u>198,665</u> | <u>239,250</u> |
| Capital and reserves | | | |
| Called up share capital | 3 | 100 | 100 |
| Profit and loss account | | 198,565 | 239,150 |
| Shareholders' funds | | <u>198,665</u> | <u>239,250</u> |

- For the year ending 31 March 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 11 August 2016

And signed on their behalf by:

Mark Cornwall, Director

Notes to the Abbreviated Accounts for the period ended 31 March 2016**1 Accounting Policies****Basis of measurement and preparation of accounts**

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 policy

Turnover represents net invoiced sales of goods, excluding value added tax.

Tangible assets depreciation policy

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

Plant and machinery etc - 10% on cost

Other accounting policies**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.

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 Tangible fixed assets

| | £ |
|------------------------|---------------|
| Cost | |
| At 1 April 2015 | 18,030 |
| Additions | 5,986 |
| Disposals | - |
| Revaluations | - |
| Transfers | - |
| At 31 March 2016 | <u>24,016</u> |
| Depreciation | |
| At 1 April 2015 | 10,850 |
| Charge for the year | 3,326 |
| On disposals | - |
| At 31 March 2016 | <u>14,176</u> |
| Net book values | |

| | |
|------------------|--------------|
| At 31 March 2016 | <u>9,840</u> |
| At 31 March 2015 | <u>7,180</u> |

3 **Called Up Share Capital**

Allotted, called up and fully paid:

| | <i>2016</i> | <i>2015</i> |
|--------------------------------|-------------|-------------|
| | <i>£</i> | <i>£</i> |
| 100 Ordinary shares of £1 each | 100 | 100 |

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