

COMPANY REGISTRATION NUMBER 05374135

**Next Steps Associates Limited**  
**Unaudited abbreviated accounts**  
**31 March 2016**

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## Next Steps Associates Limited

### Chartered accountants' report to the director on the preparation of the unaudited statutory accounts of Next Steps Associates Limited

Year ended 31 March 2016

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the abbreviated accounts of Next Steps Associates Limited for the year ended 31 March 2016 which comprise 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/regulations](http://icaew.com/regulations).

This report is made solely to the director of Next Steps Associates Limited in accordance with the terms of our engagement letter dated 5 May 2016. Our work has been undertaken solely to prepare for your approval the abbreviated accounts of Next Steps Associates Limited and state those matters that we have agreed to state to her in this report in accordance with AAF 02/10 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 Next Steps Associates Limited and its director for our work or for this report.

It is your duty to ensure that Next Steps Associates Limited has kept adequate accounting records and to prepare statutory abbreviated accounts that give a true and fair view of the assets, liabilities, financial position and profit of Next Steps Associates Limited. You consider that Next Steps Associates 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 abbreviated accounts of Next Steps Associates 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 abbreviated accounts.

*Moore Stephens Northern Home Counties Limited*

Moore Stephens Northern Home Counties Limited  
Chartered Accountants

First Floor  
73-75 High Street  
Stevenage  
Hertfordshire  
SG1 3HR

*29/2016*

# Next Steps Associates Limited

## Abbreviated balance sheet

31 March 2016

	Note	2016 £	2015 £
<b>Fixed assets</b>	<b>2</b>		
Tangible assets		<u>481</u>	<u>841</u>
<b>Current assets</b>			
Debtors		20,224	33,060
Cash at bank and in hand		<u>63,770</u>	<u>38,976</u>
		83,994	72,036
<b>Creditors: amounts falling due within one year</b>		<u>40,956</u>	<u>49,563</u>
<b>Net current assets</b>		<u>43,038</u>	<u>22,473</u>
<b>Total assets less current liabilities</b>		<u>43,519</u>	<u>23,314</u>
<b>Capital and reserves</b>			
Called up equity share capital	<b>4</b>	102	102
Profit and loss account		<u>43,417</u>	<u>23,212</u>
<b>Shareholders' funds</b>		<u>43,519</u>	<u>23,314</u>

For the year ended 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The director acknowledges her responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These abbreviated accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime.

These abbreviated accounts were approved and signed by the director and authorised for issue on 9/3/2016



Mrs G R Morris  
Director

Company Registration Number: 05374135

The notes on pages 3 to 4 form part of these abbreviated accounts.

# Next Steps Associates Limited

## Notes to the abbreviated accounts

Year ended 31 March 2016

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### 1. Accounting policies

#### Basis of accounting

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

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

#### Fixed assets

All fixed assets are initially recorded at cost.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment - 30% reducing balance

#### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

Where the contractual terms of share capital do not have any terms meeting the definition of a financial liability then this is classed as an equity instrument. Dividends and distributions relating to equity instruments are debited direct to equity.

### 2. Fixed assets

	<b>Tangible assets</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2015 and 31 March 2016	<u><b>1,981</b></u>
<b>Depreciation</b>	
At 1 April 2015	<b>1,140</b>
Charge for year	<u><b>360</b></u>
<b>At 31 March 2016</b>	<u><b>1,500</b></u>
<b>Net book value</b>	
At 31 March 2016	<u><b>481</b></u>
At 31 March 2015	<u><b>841</b></u>

# Next Steps Associates Limited

## Notes to the abbreviated accounts

Year ended 31 March 2016

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### 3. Transactions with the director

#### Mrs G Morris

The company was under the control of Mrs G Morris throughout the current year. Mrs G Morris is a director and the majority shareholder.

During the year, the company had the following transactions with the director:

The company proposed and paid dividends of £104,000 (2015: £91,760) to Mrs G Morris. During the year, the company incurred expenses of £1,074 that were paid by Mrs G Morris. The company made a payment of £15,000 on behalf of Mrs G Morris, £13,127 of which was a loan. Interest on the loan is charged at 3% per year. This loan is not secured and is repayable on demand. At the year-end, a balance of £12,578 was outstanding on the loan.

### 4. Share capital

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

	2016		2015	
	No.	£	No.	£
"A" Ordinary shares of £1 each	2	2	2	2
"B" Ordinary shares of £1 each	100	100	100	100
	<u>102</u>	<u>102</u>	<u>102</u>	<u>102</u>