

NEXT STEPS ASSOCIATES LIMITED
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

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COMPANIES HOUSE

Company No. 5374135 (England and Wales)

**NEXT STEPS ASSOCIATES LIMITED
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

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**NEXT STEPS ASSOCIATES LIMITED
COMPANY INFORMATION
31 MARCH 2013**

INCORPORATED

England & Wales
23 February 2005

NUMBER

5374135

DIRECTORS

P C Burwood (Mrs)
G R Morris (Mrs)

SECRETARY

P C Burwood (Mrs)

REGISTERED OFFICE

42 Craigweil Avenue
Radlett
Hertfordshire
WD7 7EY

NEXT STEPS ASSOCIATES LIMITED
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2013

The directors present their report and the financial statements for the year ended 31 March 2013

PRINCIPAL ACTIVITIES

The principal activity of the Company is the provision of human resources consultancy services

DIRECTORS

The directors who served during the year and their beneficial interest in the company's issued ordinary share capital were -

	Number of shares	
	2013	2012
Mrs P C Burwood		
Ordinary 'A' Shares	1	1
Ordinary 'B' Shares	10	7
	===	===
Mrs G R Morris		
Ordinary 'A' Shares	1	1
Ordinary 'B' Shares	90	13
	===	===

This report was approved by the board on 18 November 2013 and has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of directors,



MRS P C BURWOOD
SECRETARY

**ACCOUNTANTS' REPORT TO THE DIRECTORS OF
NEXT STEPS ASSOCIATES LIMITED**

In accordance with instructions given to us, we have prepared without carrying out an audit, the accounts on pages 4 to 8 from the accounting records of Next Steps Associates Limited and from information and explanations given to us.

Hattersley & Co
42 Craigweil Avenue
Radlett
Herts WD7 7EY

October 2013

NEXT STEPS ASSOCIATES LIMITED
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2013

	Notes	2013	2012
TURNOVER	1.2	£152,756	£155,913
Administrative expenses		(42,490)	(49,446)
		<hr/>	<hr/>
OPERATING PROFIT	2	110,266	106,467
OTHER INCOME			
Interest receivable		48	43
		<hr/>	<hr/>
OPERATING PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		110,314	106,510
TAX ON PROFIT ON ORDINARY ACTIVITIES	3	(22,269)	(21,499)
		<hr/>	<hr/>
RETAINED PROFIT ON ORDINARY ACTIVITIES FOR THE YEAR AFTER TAXATION		88,045	85,011
Dividends		(81,200)	(95,040)
		<hr/>	<hr/>
RETAINED PROFIT (LOSS) FOR THE YEAR		£ 6,845	£ (10,029)
		=====	=====

None of the company's activities were acquired or discontinued during the financial year.

There were no recognised gains or losses other than those included in the profit and loss account

NEXT STEPS ASSOCIATES LIMITED
BALANCE SHEET
AS AT 31 MARCH 2013

	Notes	2013	2012
FIXED ASSETS			
Tangible Assets	4	£ 6	£ 71
CURRENT ASSETS			
Debtors	5	£31,885	£ 9,486
Cash at bank and in hand		47,137	44,200
		<u>79,022</u>	<u>53,686</u>
CREDITORS: Amounts falling due within one year	6	<u>(49,666)</u>	<u>(31,320)</u>
NET CURRENT ASSETS		29,356	22,366
		<u>29,362</u>	<u>22,437</u>
		=====	=====
CAPITAL AND RESERVES			
Called up share capital	7	£ 102	£ 22
Profit and loss account	8	29,260	22,415
		<u>29,362</u>	<u>22,437</u>
SHAREHOLDERS' FUNDS	9	£29,362	£22,437
		=====	=====

For the year ended 31 March 2013, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies


Members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act.

The directors acknowledge their responsibility for -

- (1) ensuring that the company keeps accounting records which comply with Companies Act 2006; and
- (11) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of the Companies Act 2006, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the board of directors on 12 November 2013 and signed on its behalf


MRS G R MORRIS
DIRECTOR

NEXT STEPS ASSOCIATES LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

1.2 Turnover

Turnover comprises the invoiced value of services supplied by the company. All of the turnover arose in the United Kingdom

1.3 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at varying rates in order to write off each asset over its estimated life.

2. OPERATING PROFIT

	2013	2012
This is stated after charging -		
Depreciation of tangible fixed assets		
- owned by the company	£ 65	£ 198
Directors' remuneration	18,298	21,401
	=====	=====

There are no directors for whom retirement benefits are accruing under a money purchase pension scheme

3. TAXATION

Provision has been made for the Corporation Tax liability arising on the profit for this period at the appropriate Small Companies rate.

A provision for deferred taxation is not considered necessary.

4. TANGIBLE FIXED ASSETS

Office Equipment

COST

At 1 April 2012	£ 2,372
Additions	-

At 31 March 2013	£ 2,372
	=====

DEPRECIATION

At 1 April 2012	£ 2,301
Charge for the year	65

At 31 March 2013	£ 2,366
	=====

NET BOOK VALUES

At 31 March 2013	£ 6
	=====
At 31 March 2012	£ 71
	=====

NEXT STEPS ASSOCIATES LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

5. DEBTORS	2013	2012
Due Within One Year		
Trade debtors	£31,885	£ 9,484
Other debtors	-	2
	<hr/>	<hr/>
	£31,885	£ 9,486
	=====	=====

6. CREDITORS	2013	2012
Amounts Falling due within one year		
Corporation Tax	22,269	21,499
Other taxation	9,551	6,402
Directors' loan accounts (interest free)	1,058	303
Accruals	1,080	1,180
Deferred income	15,708	1,936
	<hr/>	<hr/>
	£49,666	£31,320
	=====	=====

7. CALLED UP SHARE CAPITAL		
Allotted, called up and paid	2013	2012
2 ordinary 'A' shares of £1 each	£ 2	£ 2
100 ordinary 'B' shares of £1 each	100	20
	<hr/>	<hr/>
Total share capital	£ 102	22
	=====	=====

8. PROFIT AND LOSS ACCOUNT	2013	2012
Balance at 1 April 2012	£22,415	£32,444
Profit (loss) for the year	6,845	(10,029)
	<hr/>	<hr/>
Balance at 31 March 2013	£29,260	£22,415
	=====	=====

9. RELATED PARTY TRANSACTIONS

- (i) The company is under the control of Mrs P Burwood and Mrs G Morris who own all the issued shares.
- (ii) The amount due to the directors as set out in Note 6 above is comprised as follows:-

	2013	2012
Mrs P Burwood	£ 495	£ 271
Mrs G Morris	£ 563	£ 32
	=====	=====

NEXT STEPS ASSOCIATES LIMITED
TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
TURNOVER	£152,756	£155,913
Interest Receivable	48	43
	<hr/>	<hr/>
	152,804	155,956
 LESS : ADMINISTRATIVE EXPENSES		
Directors Remuneration	£18,298	£21,401
Salaries & National Insurance	8,263	5,201
Office Supplies	806	1,018
Telephone	2,286	2,303
Insurance	924	924
Motor Expenses	7,262	8,404
Travel & Subsistence	700	899
Entertainment	1,020	859
Subscriptions	510	491
Use of Home as Office	312	312
Bad Debt	-	5,576
Sundry	144	60
Accountancy	1,900	1,800
Depreciation of Equipment	65	198
	<hr/>	<hr/>
	42,490	49,446
 NET OPERATING PROFIT FOR THE YEAR	 £110,314 =====	 £106,510 =====