

**Abbreviated Unaudited Accounts**

**for the Year Ended**

**30 September 2013**

**for**

**Office and Commercial Relocation Limited**

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**for the Year Ended 30 September 2013**

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**Office and Commercial Relocation Limited**

**Company Information**  
**for the Year Ended 30 September 2013**

**DIRECTORS:**

Mr C L Griffin  
Mrs. J Griffin  
Mr. L Griffin

**SECRETARY:**

Mrs. J Griffin

**REGISTERED OFFICE:**

169 Shirecliffe Road  
Shirecliffe  
Sheffield  
South Yorkshire  
S5 8XA

**REGISTERED NUMBER:**

04281749 (England and Wales)

**ACCOUNTANTS:**

Turner Beaumont & Co Ltd  
Chartered Accountants  
Thorncliffe Mews  
Thorncliffe Park Estate  
Chapelton  
Sheffield  
S35 2PH

**Office and Commercial Relocation Limited (Registered number: 04281749)**

**Abbreviated Balance Sheet**  
**30 September 2013**

	Notes	30.9.13 £	£	30.9.12 £	£
<b>FIXED ASSETS</b>					
Intangible assets	2		-		-
Tangible assets	3		31,958		28,635
			<u>31,958</u>		<u>28,635</u>
<b>CURRENT ASSETS</b>					
Stocks		27,898		8,875	
Debtors		9,991		55,709	
Cash at bank		<u>155,207</u>		<u>76,014</u>	
		193,096		140,598	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>121,160</u>		<u>61,476</u>	
<b>NET CURRENT ASSETS</b>			<u>71,936</u>		<u>79,122</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			103,894		107,757
<b>PROVISIONS FOR LIABILITIES</b>			<u>6,313</u>		<u>5,631</u>
<b>NET ASSETS</b>			<u>97,581</u>		<u>102,126</u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	4		100		100
Profit and loss account			<u>97,481</u>		<u>102,026</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>97,581</u>		<u>102,126</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2013 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their 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
- (b) Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The notes form part of these abbreviated accounts

**Abbreviated Balance Sheet - continued**  
**30 September 2013**

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 Board of Directors on 25 June 2014 and were signed on its behalf by:

Mr C L Griffin - Director

**Notes to the Abbreviated Accounts**  
**for the Year Ended 30 September 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.

**Goodwill**

Goodwill, being the amount paid in connection with the acquisition of a business in 2001, is being amortised evenly over its estimated useful life of ten years.

**Tangible fixed assets**

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

Plant and machinery etc                      - 25% on reducing balance and 15% on reducing balance

**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.

**2. INTANGIBLE FIXED ASSETS**

**COST**

At 1 October 2012  
and 30 September 2013

Total  
£

15,000

**AMORTISATION**

At 1 October 2012  
and 30 September 2013

15,000

**NET BOOK VALUE**

At 30 September 2013  
At 30 September 2012

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== -  
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**Notes to the Abbreviated Accounts - continued**  
**for the Year Ended 30 September 2013**

**3. TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 October 2012	62,335
Additions	15,460
Disposals	(13,000)
At 30 September 2013	<u>64,795</u>
<b>DEPRECIATION</b>	
At 1 October 2012	33,700
Charge for year	10,630
Eliminated on disposal	(11,493)
At 30 September 2013	<u>32,837</u>
<b>NET BOOK VALUE</b>	
At 30 September 2013	<u>31,958</u>
At 30 September 2012	<u>28,635</u>

**4. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:				
Number:	Class:	Nominal	30.9.13	30.9.12
		value:	£	£
100	Ordinary	£1	<u>100</u>	<u>100</u>

**5. CONTROLLING INTEREST**

Mr C Griffin controls the company by virtue of his holding of 60% of the company's ordinary share capital.

**Chartered Accountants' Report to the Board of Directors**  
**on the Unaudited Financial Statements of**  
**Office and Commercial Relocation Limited**

**The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to five) have been prepared.**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Office and Commercial Relocation Limited for the year ended 30 September 2013 which comprise the Profit and Loss Account, 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/membershandbook](http://icaew.com/membershandbook).

This report is made solely to the Board of Directors of Office and Commercial Relocation Limited, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Office and Commercial Relocation Limited and state those matters that we have agreed to state to the Board of Directors of Office and Commercial Relocation Limited, as a body, in this report in accordance with AAF 2/10 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 the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Office and Commercial Relocation Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Office and Commercial Relocation Limited. You consider that Office and Commercial Relocation 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 financial statements of Office and Commercial Relocation 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 financial statements.

Turner Beaumont & Co Ltd  
Chartered Accountants  
Thorncliffe Mews  
Thorncliffe Park Estate  
Chapelton  
Sheffield  
S35 2PH

Date: .....



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.