

Abbreviated Accounts
for the Year Ended 30 April 2013
for
H K Secretarial Services Limited

H K Secretarial Services Limited (Registered number: 04738221)

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for the year ended 30 April 2013**

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H K Secretarial Services Limited

Company Information for the year ended 30 April 2013

DIRECTOR:

Mrs H J Kerai

SECRETARY:

KBMD Consultancy Ltd

REGISTERED OFFICE:

25 Meadowbank
Oxhey
Hertfordshire
WD19 4NP

REGISTERED NUMBER:

04738221 (England and Wales)

ACCOUNTANTS:

KBMD Limited
Chartered Certified Accountants
& Registered Auditors
Maple House
382 Kenton Road
Harrow
Middlesex
HA3 9DP

H K Secretarial Services Limited (Registered number: 04738221)

Abbreviated Balance Sheet 30 April 2013

	Notes	2013 £	2012 £
FIXED ASSETS			
Tangible assets	2	-	554
CURRENT ASSETS			
Debtors		6,408	6,408
Cash at bank		87	3,191
		<u>6,495</u>	<u>9,599</u>
CREDITORS			
Amounts falling due within one year		(7,763)	(4,047)
NET CURRENT (LIABILITIES)/ASSETS		<u>(1,268)</u>	<u>5,552</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>(1,268)</u>	<u>6,106</u>
CAPITAL AND RESERVES			
Called up share capital	3	100	100
Profit and loss account		(1,368)	6,006
SHAREHOLDERS' FUNDS		<u>(1,268)</u>	<u>6,106</u>

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

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

The director acknowledges her 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 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.
- (b)

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 director on 5 December 2013 and were signed by:

Mrs H J Kerai - Director

The notes form part of these abbreviated accounts

H K Secretarial Services Limited (Registered number: 04738221)

Notes to the Abbreviated Accounts for the year ended 30 April 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 services provided.

Tangible fixed assets

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

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

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

2. TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 May 2012	5,909
Disposals	(5,909)
At 30 April 2013	-
DEPRECIATION	
At 1 May 2012	5,355
Eliminated on disposal	(5,355)
At 30 April 2013	-
NET BOOK VALUE	
At 30 April 2013	-
At 30 April 2012	554

3. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2013 £	2012 £
100	Ordinary Shares	£1.00	<u>100</u>	<u>100</u>

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.