

Registered number
05188676

L & F Administrative Services Ltd

Abbreviated Accounts

31 December 2013



Accountancy 4 Growth Limited

Chartered Accountants and Business Advisers
33 Wolverhampton Road
Cannock
Staffordshire
WS11 1AP

Tel 0871 222 1920 Fax 0871 222 1921
Email info@accountancy4growth.co.uk
Website www.accountancy4growth.co.uk

L & F Administrative Services Ltd**Registered number:** 05188676**Abbreviated Balance Sheet
as at 31 December 2013**

	Notes	2013 £	2012 £
Fixed assets			
Tangible assets	2	9,231	13,519
Current assets			
Debtors	15,422	2,888	
Cash at bank and in hand	2,299	2,353	
	17,721	5,241	
Creditors: amounts falling due within one year	(8,812)	(12,619)	
Net current assets/(liabilities)		8,909	(7,378)
Total assets less current liabilities		18,140	6,141
Provisions for liabilities		(397)	(981)
Net assets		17,743	5,160
Capital and reserves			
Called up share capital	3	1,000	1,000
Profit and loss account		16,743	4,160
Shareholders' funds		17,743	5,160

The company was entitled to exemption from audit under section 477(2) of the Companies Act 2006 relating to the small companies regime.

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

The directors acknowledge their responsibility for:

- i) ensuring the company keeps accounting records which comply with Section 386; and
- ii) 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 section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.


L N R Millward
Director

Approved by the board on 3 June 2014

L & F Administrative Services Ltd
Notes to the Abbreviated Accounts
for the year ended 31 December 2013

1 Accounting policies

Basis of preparation

The accounts 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 the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and office equipment	25% & 33% reducing balance
Motor vehicles	25% reducing balance

Stocks

Stock is valued at the lower of cost and net realisable value.

Deferred taxation

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

L & F Administrative Services Ltd
Notes to the Abbreviated Accounts
for the year ended 31 December 2013

2 Tangible fixed assets

£

Cost

At 1 January 2013

64,331

At 31 December 2013

64,331

Depreciation

At 1 January 2013

50,813

Charge for the year

4,287

At 31 December 2013

55,100

Net book value

At 31 December 2013

9,231

At 31 December 2012

13,518

3 Share capital

2013

2012

£

£

Allotted, called up and fully paid:

Ordinary shares of £1 each

1,000

1,000

1,000

1,000

2013
Number

2012
Number

Amount
£

Amount
£

Shares issued during the period:

Ordinary shares of £1 each

1,000

1,000

1,000

1,000

1,000

1,000