

**OFFICE & RETAIL SERVICES LTD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023**

Office & Retail Services Ltd
Unaudited Financial Statements
For The Year Ended 31 August 2023

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Office & Retail Services Ltd
Balance Sheet
As At 31 August 2023

Registered number: 04018056

| | | 2023 | | 2022 | |
|--|-------|----------------|----------------|----------------|----------------|
| | Notes | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Tangible Assets | 3 | | 2,063 | | 1,924 |
| | | | <u>2,063</u> | | <u>1,924</u> |
| CURRENT ASSETS | | | | | |
| Stocks | 4 | 2,500 | | 2,500 | |
| Debtors | 5 | 166,554 | | 142,091 | |
| Cash at bank and in hand | | 83,942 | | 130,776 | |
| | | <u>252,996</u> | | <u>275,367</u> | |
| Creditors: Amounts Falling Due Within One Year | 6 | (141,992) | | (131,127) | |
| NET CURRENT ASSETS (LIABILITIES) | | | <u>111,004</u> | | <u>144,240</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | <u>113,067</u> | | <u>146,164</u> |
| Creditors: Amounts Falling Due After More Than One Year | 7 | | (88,155) | | (145,438) |
| PROVISIONS FOR LIABILITIES | | | | | |
| Deferred Taxation | | | (542) | | (407) |
| NET ASSETS | | | <u>24,370</u> | | <u>319</u> |
| CAPITAL AND RESERVES | | | | | |
| Called up share capital | 8 | | 100 | | 100 |
| Profit and Loss Account | | | 24,270 | | 219 |
| SHAREHOLDERS' FUNDS | | | <u>24,370</u> | | <u>319</u> |

Office & Retail Services Ltd
Balance Sheet (continued)
As At 31 August 2023

For the year ending 31 August 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The company has taken advantage of section 444(1) of the Companies Act 2006 and opted not to deliver to the registrar a copy of the company's Profit and Loss Account.

On behalf of the board

C Witcombe

Director

J K Thornicroft

Director

C J Witcombe

Director

10th January 2024

The notes on pages 3 to 6 form part of these financial statements.

Office & Retail Services Ltd
Notes to the Financial Statements
For The Year Ended 31 August 2023

1. Accounting Policies

1.1. Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

1.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

1.3. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

| | |
|--------------------|-------------------------|
| Plant & Machinery | 20% on Reducing Balance |
| Computer Equipment | 20% on Cost |

1.4. Leasing and Hire Purchase Contracts

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired under finance leases are depreciated over the shorter of the lease term and their useful lives. Assets acquired under hire purchase contracts are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in the creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to profit and loss account as incurred.

1.5. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

1.6. Taxation

Income tax expense represents the sum of the tax currently payable and deferred tax.

The tax currently payable is based on taxable profit for the year. Taxable profit differs from profit as reported in the statement of comprehensive income because of items of income or expense that are taxable or deductible in other years and items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the end of the reporting period.

Deferred tax is recognised on timing differences between the carrying amounts of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit. Deferred tax liabilities are generally recognised for all taxable timing differences. Deferred tax assets are generally recognised for all deductible temporary differences to the extent that it is probable that taxable profits will be available against which those deductible timing differences can be utilised. The carrying amount of deferred tax assets is reviewed at the end of each reporting period and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the period in which the liability is settled or the asset realised, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period. Deferred tax liabilities are presented within provisions for liabilities and deferred tax assets within debtors. The measurement of deferred tax liabilities and assets reflect the tax consequences that would follow from the manner in which the Company expects, at the end of the reporting period, to recover or settle the carrying amount of its assets and liabilities.

Current or deferred tax for the year is recognised in profit or loss, except when they related to items that are recognised in other comprehensive income or directly in equity, in which case, the current and deferred tax is also recognised in other comprehensive income

or directly in equity respectively.

Office & Retail Services Ltd
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2023

1.7. Pensions

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

1.8. Government Grant

Government grants are recognised in the profit and loss account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute.

Grants for immediate financial support or to cover costs already incurred are recognised immediately in the profit and loss account. Grants towards general activities of the entity over a specific period are recognised in the profit and loss account over that period.

Grants towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the profit and loss account over the useful life of the asset concerned.

All grants in the profit and loss account are recognised when all conditions for receipt have been complied with.

2. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 9 (2022: 10)

3. Tangible Assets

| | Plant & Machinery | Computer Equipment | Total |
|----------------------------|----------------------------------|-------------------------------|---------------|
| | £ | £ | £ |
| Cost | | | |
| As at 1 September 2022 | 10,505 | 727 | 11,232 |
| Additions | 596 | 217 | 813 |
| As at 31 August 2023 | <u>11,101</u> | <u>944</u> | <u>12,045</u> |
| Depreciation | | | |
| As at 1 September 2022 | 9,163 | 145 | 9,308 |
| Provided during the period | 485 | 189 | 674 |
| As at 31 August 2023 | <u>9,648</u> | <u>334</u> | <u>9,982</u> |
| Net Book Value | | | |
| As at 31 August 2023 | <u>1,453</u> | <u>610</u> | <u>2,063</u> |
| As at 1 September 2022 | <u>1,342</u> | <u>582</u> | <u>1,924</u> |

4. Stocks

| | 2023 | 2022 |
|-------------------|--------------|--------------|
| | £ | £ |
| Stock - materials | 2,500 | 2,500 |
| | <u>2,500</u> | <u>2,500</u> |

Office & Retail Services Ltd
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2023

5. Debtors

| | 2023 | 2022 |
|------------------------------------|----------------|----------------|
| | £ | £ |
| Due within one year | | |
| Trade debtors | 140,628 | 118,816 |
| Prepayments and accrued income | 9,757 | 2,660 |
| Other debtors | - | 820 |
| Corporation tax recoverable assets | 3,170 | 3,170 |
| VAT | 12,999 | 7,230 |
| Directors' loan accounts | - | 9,395 |
| | <u>166,554</u> | <u>142,091</u> |

6. Creditors: Amounts Falling Due Within One Year

| | 2023 | 2022 |
|---------------------------------|----------------|----------------|
| | £ | £ |
| Trade creditors | 24,525 | 37,913 |
| Bank loans and overdrafts | 57,284 | 54,496 |
| Corporation tax | 27,004 | 19,628 |
| Other taxes and social security | 7,502 | 9,828 |
| Other creditors | 3,974 | 1,017 |
| Accruals and deferred income | 4,004 | 7,256 |
| Directors' loan accounts | 17,699 | 989 |
| | <u>141,992</u> | <u>131,127</u> |

7. Creditors: Amounts Falling Due After More Than One Year

| | 2023 | 2022 |
|------------|---------------|----------------|
| | £ | £ |
| Bank loans | 88,155 | 145,438 |
| | <u>88,155</u> | <u>145,438</u> |

8. Share Capital

| | 2023 | 2022 |
|------------------------------------|-------------|-------------|
| | £ | £ |
| Allotted, Called up and fully paid | 100 | 100 |

9. Directors Advances, Credits and Guarantees

Included within Debtors are the following loans to directors:

| | As at 1 September 2022 | Amounts advanced | Amounts repaid | Amounts written off | As at 31 August 2023 |
|------------------------|---------------------------------------|-----------------------------|---------------------------|--------------------------------|---------------------------------|
| | £ | £ | £ | £ | £ |
| Mrs Joanna Thornicroft | 9,395 | 25,654 | (35,049) | - | - |

The above loan was unsecured, with interest charged at 2.5% and was repayable on demand.

10. Related Party Transactions

The directors' loan accounts within creditors: amounts falling due within one year, represent amounts due to directors J K Thornicroft, C J Witcombe and C Witcombe. The loans are unsecured, interest free and repayable on demand.

Office & Retail Services Ltd
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2023

11. Off-Balance Sheet Arrangements

The minimum lease payments under non-cancellable operating leases falling due within one year are £47,972 (2022: £47,972).

The minimum lease payments under non-cancellable operating leases falling due between one and five years are £70,366 (2022: £118,338).

12. General Information

Office & Retail Services Ltd is a private company, limited by shares, incorporated in England & Wales, registered number 04018056 . The registered office is Unit 3e Stag Industrial Estate, Atlantic Street Broadheath, Altrincham, Cheshire, WA14 5DW.

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.