

**NEXT STEPS ASSOCIATES LIMITED**  
**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**Company No. 5374135 (England and Wales)**

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**NEXT STEPS ASSOCIATES LIMITED  
DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

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NEXT STEPS ASSOCIATES LIMITED  
COMPANY INFORMATION  
31 MARCH 2014

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 2014**

The directors present their report and the financial statements for the year ended 31 March 2014.

**PRINCIPAL ACTIVITIES**

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

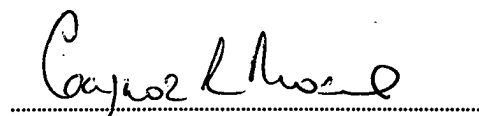
**DIRECTORS**

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

	Number of shares	
	2014	2013
Mrs P C Burwood		
Ordinary 'A' Shares	1	1
Ordinary 'B' Shares	10	10
	===	===
Mrs G R Morris		
Ordinary 'A' Shares	1	1
Ordinary 'B' Shares	90	90
	===	===

This report was approved by the board on **30** November 2014 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 G R MORRIS**  
**DIRECTOR**

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

November 2014

**NEXT STEPS ASSOCIATES LIMITED**  
**PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2014**

	Notes	2014	2013
<b>TURNOVER</b>	1.2	£168,806	£152,756
Administrative expenses		(45,876)	(42,490)
		<hr/>	<hr/>
<b>OPERATING PROFIT</b>	2	122,930	110,266
<b>OTHER INCOME</b>			
Interest receivable		42	48
		<hr/>	<hr/>
<b>OPERATING PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		122,972	110,314
<b>TAX ON PROFIT ON ORDINARY ACTIVITIES</b>	3	(24,826)	(22,269)
		<hr/>	<hr/>
<b>RETAINED PROFIT ON ORDINARY ACTIVITIES FOR THE YEAR AFTER TAXATION</b>		98,146	88,045
Dividends		(89,600)	(81,200)
		<hr/>	<hr/>
<b>RETAINED PROFIT (LOSS) FOR THE YEAR</b>		£ 8,546	£ 6,845
		=====	=====

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 2014**

	Notes	2014	2013
<b>FIXED ASSETS</b>			
Tangible Assets	4	£ 6	£ 6
<b>CURRENT ASSETS</b>			
Debtors	5	£20,178	£31,885
Cash at bank and in hand		59,049	47,137
		<hr/>	<hr/>
		79,227	79,022
<b>CREDITORS: Amounts falling due within one year</b>	6	(41,325)	(49,666)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		37,902	29,356
		<hr/>	<hr/>
		37,908	29,362
		=====	=====
<b>CAPITAL AND RESERVES</b>			
Called up share capital	7	£ 102	£ 102
Profit and loss account	8	37,806	29,260
		<hr/>	<hr/>
<b>SHAREHOLDERS' FUNDS</b>	9	£37,908	£29,362
		=====	=====

For the year ended 31 March 2014, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

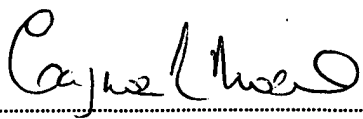
Members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act.

The directors acknowledge their responsibility for:-

- (i) ensuring that the company keeps accounting records which comply with Companies Act 2006; 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 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 30 November 2014 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 2014**

**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**

	2014	2013
This is stated after charging:-		
Depreciation of tangible fixed assets		
- owned by the company	£ -	£ 65
Directors' remuneration	19,798	18,298
	=====	=====

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 2013	£ 2,372
Additions	-

At 31 March 2014	£ 2,372
	=====

**DEPRECIATION**

At 1 April 2013	£ 2,366
Charge for the year	-

At 31 March 2014	£ 2,366
	=====

**NET BOOK VALUES**

At 31 March 2014	£ 6
	=====
At 31 March 2013	£ 6
	=====



**NEXT STEPS ASSOCIATES LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

<b>5. DEBTORS</b>	<b>2014</b>	<b>2013</b>
Due Within One Year		
Trade debtors	£20,178	£31,885
	<hr/>	<hr/>
	£20,178	£31,885
	=====	=====

<b>6. CREDITORS</b>	<b>2014</b>	<b>2013</b>
Amounts Falling due within one year		
Corporation Tax	24,826	22,269
Other taxation	9,762	9,551
Directors' loan accounts (interest free)	905	1,058
Accruals	1,080	1,080
Deferred income	4,752	15,708
	<hr/>	<hr/>
	£41,325	£49,666
	=====	=====

<b>7. CALLED UP SHARE CAPITAL</b>	<b>2014</b>	<b>2013</b>
Allotted, called up and paid		
2 ordinary 'A' shares of £1 each	£ 2	£ 2
100 ordinary 'B' shares of £1 each	100	100
	<hr/>	<hr/>
Total share capital	£ 102	102
	=====	=====

<b>8. PROFIT AND LOSS ACCOUNT</b>	<b>2014</b>	<b>2013</b>
Balance at 1 April 2012	£29,260	£22,415
Profit (loss) for the year	8,546	6,845
	<hr/>	<hr/>
Balance at 31 March 2013	£37,806	£29,260
	=====	=====

**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:-

	<b>2014</b>	<b>2013</b>
Mrs P Burwood	£ 402	£ 495
Mrs G Morris	£ 503	£ 563
	=====	=====

**NEXT STEPS ASSOCIATES LIMITED**  
**TRADING AND PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2014**

	2014	2013
<b>TURNOVER</b>	£168,806	£152,756
Interest Receivable	42	48
	<hr/>	<hr/>
	168,848	152,804
 <b>LESS : ADMINISTRATIVE EXPENSES</b>		
Directors Remuneration	£19,798	£18,298
Salaries & National Insurance	9,379	8,263
Office Supplies	492	806
Telephone	2,171	2,286
Insurance	931	924
Motor Expenses	7,798	7,262
Travel & Subsistence	1,117	700
Entertainment	1,196	1,020
Subscriptions	534	510
Use of Home as Office	520	312
Sundry	140	144
Accountancy	1,800	1,900
Depreciation of Equipment	-	65
	<hr/>	<hr/>
	45,876	42,490
 <b>NET OPERATING PROFIT FOR THE YEAR</b>	 £122,972 =====	 £110,314 =====