

NEXT STEPS ASSOCIATES LIMITED
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

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 2009**

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NEXT STEPS ASSOCIATES LIMITED
COMPANY INFORMATION
31 MARCH 2009

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 2009**

The directors present their report and the financial statements for the year ended 31 March 2009.

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	
	2009	2008
Mrs P C Burwood	1	1
Mrs G R Morris	1	1
	===	===

This report was approved by the board on January 2010 and has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the board of directors,



MRS P C BURWOOD
SECRETARY

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

December 2009

NEXT STEPS ASSOCIATES LIMITED
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2009

	Notes	2009	2008
TURNOVER	1.2	£132,234	£76,297
Administrative expenses		(29,807)	(28,356)
OPERATING PROFIT	2	102,427	47,941
OTHER INCOME			
Interest receivable		280	69
OPERATING PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		102,707	48,010
TAX ON PROFIT ON ORDINARY ACTIVITIES	3	(21,716)	(9,695)
RETAINED PROFIT ON ORDINARY ACTIVITIES FOR THE YEAR AFTER TAXATION		80,991	38,315
Dividends		(67,720)	(49,800)
RETAINED PROFIT (LOSS) FOR THE YEAR		£ 13,271 =====	£ (11,485) =====

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 2009

	Notes	2009	2008
FIXED ASSETS			
Tangible Assets	4	£ 132	£ 565
CURRENT ASSETS			
Debtors	5	£30,734	£10,971
Cash at bank and in hand		18,757	17,886
		<hr/>	<hr/>
		49,491	28,857
CREDITORS: Amounts falling due within one year	6	(35,495)	(28,565)
		<hr/>	<hr/>
NET CURRENT ASSETS		13,996	292
		<hr/>	<hr/>
		14,128	857
		=====	=====
CAPITAL AND RESERVES			
Called up share capital	7	£ 2	£ 2
Profit and loss account	8	14,126	855
		<hr/>	<hr/>
SHAREHOLDERS' FUNDS	9	£14,128	£ 857
		=====	=====

For the year ended 31 March 2009, the company was entitled to exemption from audit under Section 249A(1) of the Companies Act 1985.


Members have not required the company to obtain an audit in accordance with Section 249B(2) of the Companies Act.

The directors acknowledge their responsibility for:-

- (i) ensuring that the company keeps accounting records which comply with Section 221; 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 226 of the Companies Act 1985, 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 VII of the Companies Act 1985.

Approved by the board of directors on January 2010 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 2009

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 June 2002)

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

	2009	2008
This is stated after charging:-		
Depreciation of tangible fixed assets		
- owned by the company	£ 433	£ 514
Directors' remuneration	13,000	12,000
	=====	=====

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 2008	£ 1,713
Additions	-

At 31 March 2009	£ 1,713
	=====
DEPRECIATION	
At 1 April 2008	£ 1,148
Charge for the year	433

At 31 March 2009	£ 1,581
	=====
NET BOOK VALUES	
At 31 March 2009	£ 132
	=====
At 31 March 2008	£ 565
	=====

NEXT STEPS ASSOCIATES LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

5. DEBTORS	2009	2008
Due Within One Year		
Trade debtors	£29,900	£ 9,547
Other debtors	834	1,424
	<hr/>	<hr/>
	£30,734	£10,971
	=====	=====

6. CREDITORS	2009	2008
Amounts Falling due within one year		
Corporation Tax	21,716	9,695
Other taxation	4,958	4,184
Directors' loan accounts (interest free)	35	1,588
Accruals	980	925
Deferred income	7,806	7,373
Proposed dividend	-	4,800
	<hr/>	<hr/>
	£35,495	£28,565
	=====	=====

7. CALLED UP SHARE CAPITAL	2009	2008
Authorised		
1,000 ordinary shares of £1 each	£ 1,000	£ 1,000
	=====	=====
Allotted		
2 ordinary shares of £1 each fully paid	£ 2	£ 2
	=====	=====

8. PROFIT AND LOSS ACCOUNT	2009	2008
Balance at 1 April 2008	£ 855	£12,340
Profit (loss) for the year	13,271	(11,485)
	<hr/>	<hr/>
Balance at 31 March 2009	£14,126	£ 855
	=====	=====

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:-

	2009	2008
Mrs P Burwood	£ 413	£ 985
Mrs G Morris	£ (378)	£ 603
	=====	=====

NEXT STEPS ASSOCIATES LIMITED
TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2009

	2009	2008
TURNOVER	£132,234	£76,297
Interest Receivable	280	69
	<hr/>	<hr/>
	132,514	76,366
 LESS : ADMINISTRATIVE EXPENSES		
Directors Remuneration	£13,000	£12,000
Salaries & National Insurance	172	1,048
Office Supplies	1,076	515
Telephone	1,914	1,649
Insurance	705	705
Motor Expenses	7,177	7,153
Travel & Subsistence	1,178	941
Entertainment	515	296
Subscriptions	441	427
Use of Home as Office	1,750	1,700
Sundry	71	83
Accountancy	1,375	1,325
Depreciation of Equipment	433	514
	<hr/>	<hr/>
	29,807	28,356
 NET OPERATING PROFIT FOR THE YEAR	 £102,707 =====	 £48,010 =====