

**Abbreviated Unaudited Accounts**  
**for the Year Ended 30 September 2012**  
**for**  
**O'Pen Office Solutions Limited**

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for the year ended 30 September 2012**

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**O'Pen Office Solutions Limited**

**Company Information  
for the year ended 30 September 2012**

**DIRECTORS:**

Mr R A Gillett  
Mrs J Gillett

**REGISTERED OFFICE:**

3 Turpin Green Lane  
Leyland  
Lancashire  
PR25 3HA

**REGISTERED NUMBER:**

05559314 (England and Wales)

**ACCOUNTANTS:**

Robin Oatridge & Co Limited  
Chartered Certified Accountants  
Black Bull House  
353-355 Station Road  
Bamber Bridge  
Preston  
Lancashire  
PR5 6EE

**Abbreviated Balance Sheet**  
**30 September 2012**

	Notes	2012 £	£	2011 £	£
<b>FIXED ASSETS</b>					
Intangible assets	2		40,625		43,750
Tangible assets	3		<u>11,302</u>		<u>10,302</u>
			51,927		54,052
<b>CURRENT ASSETS</b>					
Stocks		12,590		13,250	
Debtors		52,954		48,587	
Cash at bank and in hand		<u>7,843</u>		<u>14,449</u>	
		73,387		76,286	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>54,225</u>		<u>53,273</u>	
<b>NET CURRENT ASSETS</b>			<u>19,162</u>		<u>23,013</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			71,089		77,065
<b>PROVISIONS FOR LIABILITIES</b>			<u>2,090</u>		<u>1,850</u>
<b>NET ASSETS</b>			<u><u>68,999</u></u>		<u><u>75,215</u></u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	4		100		100
Profit and loss account			<u>68,899</u>		<u>75,115</u>
<b>SHAREHOLDERS' FUNDS</b>			<u><u>68,999</u></u>		<u><u>75,215</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2012 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their 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
- (b) 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.

The notes form part of these abbreviated accounts

**Abbreviated Balance Sheet - continued**  
**30 September 2012**

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 Board of Directors on 10 June 2013 and were signed on its behalf by:

Mr R A Gillett - Director

Mrs J Gillett - Director

The notes form part of these abbreviated accounts

**Notes to the Abbreviated Accounts  
for the year ended 30 September 2012**

**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 sales of goods, excluding value added tax.

**Goodwill**

Goodwill, being the amount paid in connection with the acquisition of a business in 2005, is being amortised evenly over its estimated useful life of twenty years.

**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	- 15% on reducing balance
Computer equipment	- 15% on reducing balance

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Deferred tax**

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

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

**2. INTANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 October 2011	
and 30 September 2012	<u>62,500</u>
<b>AMORTISATION</b>	
At 1 October 2011	18,750
Amortisation for year	<u>3,125</u>
At 30 September 2012	<u>21,875</u>
<b>NET BOOK VALUE</b>	
At 30 September 2012	<u>40,625</u>
At 30 September 2011	<u>43,750</u>

**Notes to the Abbreviated Accounts - continued  
for the year ended 30 September 2012**

**3. TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 October 2011	15,441
Additions	<u>2,995</u>
At 30 September 2012	<u>18,436</u>
<b>DEPRECIATION</b>	
At 1 October 2011	5,139
Charge for year	<u>1,995</u>
At 30 September 2012	<u>7,134</u>
<b>NET BOOK VALUE</b>	
At 30 September 2012	<u>11,302</u>
At 30 September 2011	<u>10,302</u>

**4. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2012 £	2011 £
100	Ordinary	£1	<u>100</u>	<u>100</u>

**5. TRANSACTIONS WITH DIRECTORS**

The following loan to directors subsisted during the years ended 30 September 2012 and 30 September 2011:

	2012 £	2011 £
<b>Mr R A Gillett and Mrs J Gillett</b>		
Balance outstanding at start of year	5,250	-
Amounts repaid	(5,250)	-
Balance outstanding at end of year	<u>-</u>	<u>5,250</u>