

**Abbreviated Unaudited Accounts  
for the Year Ended 30th September 2016  
for  
O'Pen Office Solutions Limited**

**Contents of the Abbreviated Accounts  
for the year ended 30th September 2016**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Abbreviated Balance Sheet</b>	<b>2</b>
<b>Notes to the Abbreviated Accounts</b>	<b>4</b>

**O'Pen Office Solutions Limited**  
**Company**  
**Information**  
**for the year ended 30th September 2016**

**DIRECTORS:**

Mr R A Gillett  
Mrs J Gillett  
Miss A L 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**  
**30th September**  
**2016**

	Notes	2016 £	£	2015 £	£
<b>FIXED ASSETS</b>					
Intangible assets	2		28,125		31,250
Tangible assets	3		<u>15,200</u>		<u>18,503</u>
			43,325		49,753
<b>CURRENT ASSETS</b>					
Stocks		10,750		10,500	
Debtors		40,078		34,601	
Cash at bank and in hand		<u>31,051</u>		<u>5,383</u>	
		81,879		50,484	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>84,085</u>		<u>43,849</u>	
<b>NET CURRENT (LIABILITIES)/ASSETS</b>			<u>(2,206)</u>		<u>6,635</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			41,119		56,388
<b>CREDITORS</b>					
Amounts falling due after more than one year			-		(5,629)
<b>PROVISIONS FOR LIABILITIES</b>			<u>(2,423)</u>		<u>(2,981)</u>
<b>NET ASSETS</b>			<u><u>38,696</u></u>		<u><u>47,778</u></u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	4		100		100
Profit and loss account			<u>38,596</u>		<u>47,678</u>
<b>SHAREHOLDERS' FUNDS</b>			<u><u>38,696</u></u>		<u><u>47,778</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th September 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 30th September 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- 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 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.

**Abbreviated Balance Sheet - continued**  
**30th September**  
**2016**

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 30th April 2017 and were signed on its behalf by:

Mr R A Gillett - Director

Mrs J Gillett - Director

**Notes to the Abbreviated Accounts  
for the year ended 30th September 2016**

**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 January 2015).

**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 or, if held under a finance lease, over the lease term, whichever is the shorter.

Improvements to property	- Straight line over 10 years
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 25% 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**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

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.

**Notes to the Abbreviated Accounts - continued  
for the year ended 30th September 2016**

**2. INTANGIBLE FIXED ASSETS**

Total  
£

**COST**

At 1st October 2015  
and 30th September 2016

62,500

**AMORTISATION**

At 1st October 2015

31,250

Amortisation for year

3,125

At 30th September 2016

34,375

**NET BOOK VALUE**

At 30th September 2016

28,125

At 30th September 2015

31,250

**3. TANGIBLE FIXED ASSETS**

Total  
£

**COST**

At 1st October 2015  
and 30th September 2016

40,159

**DEPRECIATION**

At 1st October 2015

21,656

Charge for year

3,303

At 30th September 2016

24,959

**NET BOOK VALUE**

At 30th September 2016

15,200

At 30th September 2015

18,503

**4. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number: Class:

Nominal  
value:  
£1

2016  
£  
100

2015  
£  
100

100 Ordinary