

Registered number  
03748606

AN OFFICE OPTION LIMITED  
DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2012



# **AN OFFICE OPTION LIMITED**

## **COMPANY INFORMATION**

### **Directors**

Mr F Orlando  
Mrs A M Albrecht

### **Secretary**

Mrs A M Albrecht

### **Company Number**

03748606

### **Registered Office**

Day Lewis House  
324 Bensham Lane  
Thornton Heath  
Surrey CR7 7EQ

### **Accountants**

ProAccounts UK  
Trident Business Centre  
89 Bickersteth Road, Unit M228  
Tooting  
London SW17 9SH

**AN OFFICE OPTION LIMITED**

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**AN OFFICE OPTION LIMITED**  
**Directors' Report**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2012**

The directors present their report and the financial statements for the year ended 30 September 2012

**Principal activity**

The principal activity of the company continued to be that of suppliers of stationery and office equipment and furniture

**Directors**

The directors during the year were as follows

Mr F Orlando  
Mrs A M Albrecht

**Small company rules**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006. It was approved by the board on 26th June 2013 and signed on its behalf



Mrs A M Albrecht  
Director

**AN OFFICE OPTION LIMITED**

**ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE UNAUDITED  
FINANCIAL STATEMENTS OF AN OFFICE OPTION LIMITED**

As described on the balance sheet on page 4 you are responsible for the preparation of the accounts for the year ended 30 September 2012 set out on pages 3 to 6 and you consider that the company is exempt from an audit. In accordance with your instructions, we have compiled these unaudited accounts in order to assist you to fulfil your statutory responsibilities from accounting records and information and explanations supplied to us.

Trident Business Centre  
89 Bickersteth Road, Unit M228  
Tooting  
London SW17 9SH

**ProAccounts UK**  
**Chartered Certified Accountant**



Date 26th June 2013

**AN OFFICE OPTION LIMITED**

**PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

		<u>2012</u>	<u>2011</u>
		£	£
	NOTES		
Turnover	[01]	472,698	601,000
Cost of Sales		<u>(293,476)</u>	<u>(393,062)</u>
		179,222	207,938
Operating and Administration costs		<u>(153,480)</u>	<u>(198,090)</u>
OPERATING PROFIT/ (LOSS)	[02]	25,742	9,848
Interest payable and similar charges		<u>(883)</u>	<u>(1,070)</u>
Profit/(Loss) on ordinary activities before taxation		24,859	8,778
Taxation	[03]	<u>-</u>	<u>-</u>
PROFIT/ (LOSS) ON ORDINARY ACTIVITIES AFTER TAXATION		<u>24,859</u>	<u>8,778</u>

The notes on pages 5 to 6 form part of these financial statements

**AN OFFICE OPTION LIMITED**

**BALANCE SHEET AS AT 30 SEPTEMBER 2012**

	NOTES	2012		2011	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	[04]		-		-
<b>Current assets</b>					
Stocks		1,544		1,885	
Debtors	[05]	109,946		126,605	
Cash at bank and in hand		1,261		1,160	
		<u>112,751</u>		<u>129,650</u>	
<b>Creditors' amounts falling due within one year</b>	[06]	<u>(105,815)</u>		<u>(147,571)</u>	
<b>Net current assets</b>			6,937		(17,921)
<b>Total assets less current liabilities</b>			<u>6,938</u>		<u>(17,921)</u>
<b>CAPITAL &amp; RESERVES</b>					
Called up share capital	[07]		99		99
Profit and loss account	[08]		6,839		(18,020)
<b>SHAREHOLDERS' FUNDS</b>			<u>6,938</u>		<u>(17,921)</u>

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

No members have required the company to obtain an audit of its accounts for the year in question 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 Section 386 of the Companies Act 2006, and

(b) 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 and loss for each financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

These financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008

**ON BEHALF OF THE BOARD**



Mrs A M Albrecht  
Director

Approved by the Board on 26 June 2013

**AN OFFICE OPTION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**1 Accounting policies**

***Basis of preparation of financial statements***

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

***Tangible fixed assets***

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows

Plant and machinery 15% on cost

***Stocks***

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

***Pensions***

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year

***Turnover***

Turnover represents the amounts receivable for goods and services net of VAT and trade discounts

**2 Operating profit**

	<u>2012</u>	<u>2011</u>
	£	£
The operating profit is stated after charging/ (crediting)		
Depreciation of tangible assets	-	83
Directors remuneration	34,230	64,098

**3 Taxation**

	<u>2011</u>	<u>2010</u>
	£	£
UK Corporation tax	-	-
	-	-

**4 Tangible fixed assets**

	Plant and Machinery	Total
	£	£
<b>Cost</b>		
At 1 October 2011	8,542	8,542
Additions	-	-
At 30 September 2012	<u>8,542</u>	<u>8,542</u>
<b>Depreciation</b>		
At 1 October 2011	8,542	8,542
Charge for the year	-	-
At 30 September 2012	<u>8,542</u>	<u>8,542</u>
<b>Net Book Value</b>		
At 30 September 2012	<u>-</u>	<u>-</u>
At 30 September 2011	<u>-</u>	<u>-</u>



**AN OFFICE OPTION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**5 Debtors**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	109,946	126,605
	<u>109,946</u>	<u>126,605</u>

**6 Creditors: amounts falling due within one year**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Bank overdrafts	9,444	3,895
Trade creditors	56,488	78,426
Amounts owed to group undertakings	19,012	19,012
Taxation and social security costs	8,196	15,760
Other creditors	12,674	30,478
	<u>105,815</u>	<u>147,571</u>

**7 Called up share capital**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Allotted, called up and fully paid</b>		
99 Ordinary shares of £1 each	99	99

**8 Reconciliation of reserves**

	<b>Called up share capital</b>	<b>Profit and loss account</b>
	<b>£</b>	<b>£</b>
Balance at 1 October 2011	99	(18,020)
Profit for the year	-	24,859
Dividends paid	-	-
Balance at 30 September 2012	<u>99</u>	<u>6,839</u>