

**ELITE OFFICE CLEANING SERVICES LIMITED
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

Elite Office Cleaning Services Limited
Unaudited Financial Statements
For The Year Ended 30 September 2019

Contents

	Page
Balance Sheet	1—2
Notes to the Financial Statements	3—6

Elite Office Cleaning Services Limited
Balance Sheet
As at 30 September 2019

Registered number: 03972022

		2019		2018	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	3		10,622		6,038
			<u>10,622</u>		<u>6,038</u>
CURRENT ASSETS					
Stocks	4	6,115		6,544	
Debtors	5	95,012		87,476	
Cash at bank and in hand		6,864		56,233	
		<u>107,991</u>		<u>150,253</u>	
Creditors: Amounts Falling Due Within One Year	6	(75,091)		(88,458)	
		<u></u>		<u></u>	
NET CURRENT ASSETS (LIABILITIES)			32,900		61,795
			<u>32,900</u>		<u>61,795</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			43,522		67,833
			<u>43,522</u>		<u>67,833</u>
NET ASSETS			43,522		67,833
			<u>43,522</u>		<u>67,833</u>
CAPITAL AND RESERVES					
Called up share capital	7		100		100
Profit and Loss Account			43,422		67,733
			<u>43,522</u>		<u>67,833</u>
SHAREHOLDERS' FUNDS			43,522		67,833
			<u>43,522</u>		<u>67,833</u>

Elite Office Cleaning Services Limited
Balance Sheet (continued)
As at 30 September 2019

For the year ending 30 September 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.
- The company has taken advantage of section 444(1) of the Companies Act 2006 and opted not to deliver to the registrar a copy of the company's Profit and Loss Account.

On behalf of the board

Mrs Raine Miller

Mr Stephen Miller

09/12/2019

The notes on pages 3 to 6 form part of these financial statements.

Elite Office Cleaning Services Limited
Notes to the Financial Statements
For The Year Ended 30 September 2019

1. Accounting Policies

1.1. Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

1.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

1.3. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant & Machinery	20% Reducing Balance
Motor Vehicles	20% Reducing Balance

1.4. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

Elite Office Cleaning Services Limited
Notes to the Financial Statements (continued)
For The Year Ended 30 September 2019

1.5. Taxation

Income tax expense represents the sum of the tax currently payable and deferred tax.

The tax currently payable is based on taxable profit for the year. Taxable profit differs from profit as reported in the statement of comprehensive income because of items of income or expense that are taxable or deductible in other year and items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the end of the reporting period.

Deferred tax is recognised on timing differences between the carrying amounts of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit. Deferred tax liabilities are generally recognised for all taxable timing differences. Deferred tax assets are generally recognised for all deductible temporary differences to the extent that it is probable that taxable profits will be available against which those deductible timing differences can be utilised. The carrying amount of deferred tax assets is reviewed at the end of each reporting period and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the period in which the liability is settled or the asset realised, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period. Deferred tax liabilities are presented within provisions for liabilities and deferred tax assets within debtors. The measurement of deferred tax liabilities and asset reflects the tax consequences that would follow from the manner in which the Company expects, at the end of the reporting period, to recover or settle the carrying amount of its assets and liabilities.

Current or deferred tax for the year is recognised in profit or loss, except when they related to items that are recognised in other comprehensive income or directly in equity, in which case, the current and deferred tax is also recognised in other comprehensive income or directly in equity respectively.

2. Average Number of Employees

Average number of employees, including directors, during the year was as follows:

77 employees (2018 - 81 employees)

3. Tangible Assets

	Plant & Machinery	Motor Vehicles	Total
	£	£	£
Cost			
As at 1 October 2018	26,975	28,193	55,168
Additions	-	7,240	7,240
Disposals	-	(28,193)	(28,193)
As at 30 September 2019	26,975	7,240	34,215
Depreciation			
As at 1 October 2018	20,937	28,193	49,130
Provided during the period	1,208	1,448	2,656
Disposals	-	(28,193)	(28,193)
As at 30 September 2019	22,145	1,448	23,593
Net Book Value			
As at 30 September 2019	4,830	5,792	10,622
As at 1 October 2018	6,038	-	6,038

Elite Office Cleaning Services Limited
Notes to the Financial Statements (continued)
For The Year Ended 30 September 2019

4. Stocks

	2019	2018
	£	£
Stock - finished goods	6,115	6,544
	<u>6,115</u>	<u>6,544</u>

5. Debtors

	2019	2018
	£	£
Due within one year		
Trade debtors	90,575	82,748
Prepayments and accrued income	1,958	2,249
Staff loans	2,479	2,479
	<u>95,012</u>	<u>87,476</u>

6. Creditors: Amounts Falling Due Within One Year

	2019	2018
	£	£
Trade creditors	9,888	14,573
Corporation tax	1,916	5,542
Other taxes and social security	6,867	4,435
VAT	36,322	45,873
Credit card liability	2,289	2,155
Amounts received on account	16,214	14,340
Accruals and deferred income	1,350	1,350
Directors' loan accounts	245	190
	<u>75,091</u>	<u>88,458</u>

7. Share Capital

	2019	2018
Allotted, Called up and fully paid	100	100

8. Directors Advances, Credits and Guarantees

Dividends paid to directors

	2019	2018
	£	£
Mrs Raine Miller	18,750	13,500
Mr Stephen Miller	18,750	13,500

Elite Office Cleaning Services Limited
Notes to the Financial Statements (continued)
For The Year Ended 30 September 2019

9. General Information

Elite Office Cleaning Services Limited is a private company, limited by shares, incorporated in England & Wales, registered number 03972022. The registered office is 98 The Grove, Footscray Meadows, Sidcup, Kent, DA14 5NQ.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.