REGISTERED NUMBER: 02448784 (England and Wales)

ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2012

FOR

HI-TECH OFFICE SERVICES LIMITED

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FOR THE YEAR ENDED 31 DECEMBER 2012

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HI-TECH OFFICE SERVICES LIMITED

COMPANY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2012

DIRECTORS:	R E Wynniatt-Husey A P L Wynniatt-Husey R J Wynniatt-Husey
SECRETARY:	A P L Wynniatt-Husey
REGISTERED OFFICE:	Faygate House Wimlands Faygate Horsham Sussex RS12 4SP
REGISTERED NUMBER:	02448784 (England and Wales)
ACCOUNTANTS:	Wynniatt-Husey Ltd Chartered Accountants The Old Coach House Horsefair Rugeley Staffordshire WS15 2EL

ABBREVIATED BALANCE SHEET
31 DECEMBER 2012

31.12.11 £			31.12.12 £
	CURRENT ASSETS		
20,025	Debtors		4,983
21,168	Cash at bank		24,962
41,193			29,945
	CREDITORS		
7,617	Amounts falling due within one year		6,866
33,576	**NET CURRENT ASSETS**		23,079
33,576	**TOTAL ASSETS LESS CURRENT LIABILITIES**		23,079
	CAPITAL AND RESERVES		
14	Called up share capital	2	14
33,562	Profit and loss account		23,065
33,576	**SHAREHOLDERS' FUNDS**		23,079

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 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

(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 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.

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 15 February 2013 and were signed on its behalf by:

R E Wynniatt-Husey - Director

The notes form part of these abbreviated accounts

NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 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 services, excluding value added tax.

2. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.12.12 £	31.12.11 £
6	Ordinary A	£1	6	6
1	Ordinary B	£1	1	1
7	Ordinary C shares	£1	7	7
			14	14

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.