KEYSTONE OFFICE MANAGEMENT COMPANY LIMITED

Company Registration Number:
03468293 (England and Wales)

Abbreviated (Unaudited) Accounts

Period of accounts

Start date: 01st July 2010

End date: 30th June 2011

SUBMITTED

KEYSTONE OFFICE MANAGEMENT COMPANY LIMITED

Company Information
for the Period Ended 30th June 2011

Director:	Mr O O Obakin Mrs Y A Akinyemi
Company secretary:	Mrs Y A Akinyemi
Registered office:	66 Buckingham Road Borehamwood Hertfordshire WD6 2QY
Company Registration Number:	03468293 (England and Wales)

KEYSTONE OFFICE MANAGEMENT COMPANY LIMITED

Abbreviated Balance sheet
As at 30th June 2011

	Notes	2011 £	2010 £
Fixed assets			
Intangible assets:		-	2,899
Total fixed assets:		**-**	2,899
Current assets			
Debtors:		**10,037**	7,368
Cash at bank and in hand:		**8,896**	7,565
Total current assets:		**18,933**	14,933
Creditors			
Creditors: amounts falling due within one year		**16,100**	14,231
Net current assets (liabilities):		**2,833**	702
Total assets less current liabilities:		**2,833**	3,601
Total net assets (liabilities):		**2,833**	3,601

The notes form part of these financial statements

KEYSTONE OFFICE MANAGEMENT COMPANY LIMITED

Abbreviated Balance sheet
As at 30th June 2011
continued

	Notes	2011 £	2010 £
Capital and reserves			
Called up share capital:	2	**11,000**	11,000
Profit and Loss account:		**(8,167)**	(7,399)
Total shareholders funds:		**2,833**	3,601

For the year ending 30 June 2011 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008).

The financial statements were approved by the Board of Directors on 15 March 2012

SIGNED ON BEHALF OF THE BOARD BY:

Name: Mrs Y A Akinyemi
Status: Director

The notes form part of these financial statements

KEYSTONE OFFICE MANAGEMENT COMPANY LIMITED

Notes to the Abbreviated Accounts
for the Period Ended 30th June 2011

1. Accounting policies

Basis of measurement and preparation of accounts

The financial statements have been prepared under the historical cost convention and include the results of the company's operations which are described in the Directors' Report and all of which are continuing.

Turnover policy

Turnover represents billing for all cleaning contracts including jobs subcontracted to other cleaning companies (e.g. window cleaning) but excluding value added tax.

Tangible fixed assets depreciation policy

Depreciation of fixed assets is provided by the straight-line method at a rate calculated to write off the cost of such assets over their estimated useful life.

KEYSTONE OFFICE MANAGEMENT COMPANY LIMITED

Notes to the Abbreviated Accounts
for the Period Ended 30th June 2011

2. Called up share capital

Allotted, called up and paid

Previous period			**2010**
Class	Number of shares	Nominal value per share	Total
Ordinary shares:	11,000	1.00	**11,000**
Total share capital:			**11,000**

Current period			**2011**
Class	Number of shares	Nominal value per share	Total
Ordinary shares:	11,000	1.00	**11,000**
Total share capital:			**11,000**

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.