Registered Number 04472933

THE CONFERENCE OFFICE LIMITED

Abbreviated Accounts

30 June 2011

THE CONFERENCE OFFICE LIMITED **Registered Number 04472933**

Balance Sheet as at 30 June 2011

	Notes	2011		2010	
		£	£	£	£
Called up share capital not paid			1		1
Fixed assets					
Tangible	2		817,298		599,197
Total fixed assets			817,298		599,197
Current assets					
Debtors		290		305,128	
Cash at bank and in hand		41,495		43,475	
Total current assets		41,785		348,603	
Creditors: amounts falling due within one year		(339,034)		(381,415)	
Net current assets			(297,249)		(32,812)
Total assets less current liabilities			520,050		566,386
Provisions for liabilities and charges			(2,184)		(8,300)
Total net Assets (liabilities)			517,866		558,086
Capital and reserves					
Called up share capital			1		1
Profit and loss account			517,865		558,085
Shareholders funds			517,866		558,086

a. For the year ending 30 June 2011 the company was entitled to exemption under section 477(2) of the Companies Act 2006.
b. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
c. The directors acknowledge their responsibility for:
    i. ensuring the company keeps accounting records which comply with Section 386; and
    ii. **preparing accounts which give a true and fair view of the state of affairs of the company as at the end of** the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.
d. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board on 30 April 2012

And signed on their behalf by:
J A Wright, Director

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 1068 of the Companies Act 2006.

Notes to the abbreviated accounts

For the year ending 30 June 2011

1 Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) Investment Properties are stated at cost which in the director's opinion approximates to market value. No depreciation is charged on investment properties.

Turnover

Income consists of fees invoiced net of VAT

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Fixtures and Fittings	20.00% Straight Line

2 Tangible fixed assets

Cost	£
At 30 June 2010	706,662
additions	250,742
disposals	
revaluations	
transfers	
At 30 June 2011	957,404
Depreciation	
At 30 June 2010	107,465
Charge for year	32,641
on disposals	
At 30 June 2011	140,106
Net Book Value	
At 30 June 2010	599,197
At 30 June 2011	817,298

Included above are investment properties at a value of £770,332

3 Transactions with directors

At 30 June 2011 the company owed the director £56,769. At 30 June 2010 the director owed the company £302,766, which was also the maximum owing in the year. Interest is charged on overdrawn loan accounts at the HMRC "official rate" , currently 4%.

4 Related party disclosures

The company is controlled by the director, Ms J A Wright.