

Report of the Director and
Unaudited Financial Statements for the Year Ended 30 November 2013
for
Afk Training & Development Ltd

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for the Year Ended 30 November 2013

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DIRECTOR: A F Kitton

SECRETARY: Mrs D Kitton

REGISTERED OFFICE: 4 Butler Avenue
Harrow
Middlesex
HA1 4EH

REGISTERED NUMBER: 06754276 (England and Wales)

ACCOUNTANTS: SHERIDAN CLARKE LTD
CHARTERED ACCOUNTANTS
BRIDGE HOUSE
25-27 THE BRIDGE
HARROW
HA3 5AB

Report of the Director
for the Year Ended 30 November 2013

The director presents his report with the financial statements of the company for the year ended 30 November 2013.

DIRECTOR

A F Kitton held office during the whole of the period from 1 December 2012 to the date of this report.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

A F Kitton - Director

30 April 2014

Profit and Loss Account
for the Year Ended 30 November 2013

	Notes	30.11.13 £	30.11.12 £
TURNOVER		125,470	118,590
Administrative expenses		<u>25,434</u> 100,036	<u>26,819</u> 91,771
Other operating income		<u>3,354</u>	<u>-</u>
OPERATING PROFIT	2	<u>103,390</u>	<u>91,771</u>
Interest receivable and similar income		<u>9</u>	<u>2</u>
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		103,399	91,773
Tax on profit on ordinary activities	3	<u>21,015</u>	<u>18,426</u>
PROFIT FOR THE FINANCIAL YEAR		<u><u>82,384</u></u>	<u><u>73,347</u></u>

The notes form part of these financial statements

Balance Sheet
30 November 2013

	Notes	30.11.13 £	£	30.11.12 £	£
FIXED ASSETS					
Tangible assets	5		808		1,077
CURRENT ASSETS					
Debtors	6	12,224		40,682	
Cash in hand		<u>41,199</u>		<u>20,749</u>	
		53,423		61,431	
CREDITORS					
Amounts falling due within one year	7	<u>37,983</u>		<u>39,112</u>	
NET CURRENT ASSETS			<u>15,440</u>		<u>22,319</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>16,248</u>		<u>23,396</u>
CAPITAL AND RESERVES					
Called up share capital	8		2		2
Profit and loss account	9		<u>16,246</u>		<u>23,394</u>
SHAREHOLDERS' FUNDS			<u>16,248</u>		<u>23,396</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2013 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges his responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and 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 financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the director on 30 April 2014 and were signed by:

A F Kitton - Director

Notes to the Financial Statements
for the Year Ended 30 November 2013

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on reducing balance

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

2. **OPERATING PROFIT**

The operating profit is stated after charging:

	30.11.13	30.11.12
	£	£
Depreciation - owned assets	269	358
Pension costs	<u>3,000</u>	<u>7,440</u>
Director's remuneration and other benefits etc	<u>7,580</u>	<u>6,680</u>

3. **TAXATION**

Analysis of the tax charge

The tax charge on the profit on ordinary activities for the year was as follows:

	30.11.13	30.11.12
	£	£
Current tax:		
UK corporation tax	<u>21,015</u>	<u>18,426</u>
Tax on profit on ordinary activities	<u>21,015</u>	<u>18,426</u>

4. **DIVIDENDS**

	30.11.13	30.11.12
	£	£
Ordinary shares of £1 each		
Final	49,050	29,750
Interim	<u>40,482</u>	<u>31,000</u>
	<u>89,532</u>	<u>60,750</u>

Notes to the Financial Statements - continued
for the Year Ended 30 November 2013

5. **TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
COST	
At 1 December 2012	
and 30 November 2013	<u>3,400</u>
DEPRECIATION	
At 1 December 2012	2,323
Charge for year	<u>269</u>
At 30 November 2013	<u>2,592</u>
NET BOOK VALUE	
At 30 November 2013	<u>808</u>
At 30 November 2012	<u>1,077</u>

6. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.11.13	30.11.12
	£	£
Trade debtors	12,222	40,680
Other debtors	<u>2</u>	<u>2</u>
	<u>12,224</u>	<u>40,682</u>

7. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.11.13	30.11.12
	£	£
Taxation and social security	24,351	25,551
Other creditors	<u>13,632</u>	<u>13,561</u>
	<u>37,983</u>	<u>39,112</u>

8. **CALLED UP SHARE CAPITAL**

Allotted and issued:				
Number:	Class:	Nominal value:	30.11.13	30.11.12
			£	£
2	Share capital 1	£1	<u>2</u>	<u>2</u>

Notes to the Financial Statements - continued
for the Year Ended 30 November 2013

9. **RESERVES**

	Profit and loss account £
At 1 December 2012	23,394
Profit for the year	82,384
Dividends	(89,532)
At 30 November 2013	<u>16,246</u>

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.