REGISTERED NUMBER: SC113549 (Scotland)

Abbreviated Unaudited Accounts

for the Year Ended 31 December 2012

for

Office & Training Consumables Limited

Contents of the Abbreviated Accounts for the Year Ended 31 December 2012

	Page
Company Information	1
Abbreviated Balance Sheet	2
Notes to the Abbreviated Accounts	4

Office & Training Consumables Limited

Company Information
for the Year Ended 31 December 2012

DIRECTORS:	G J Forrest G Hockaday
SECRETARY:	G Hockaday
REGISTERED OFFICE:	48-50 Jane Street Edinburgh EH6
REGISTERED NUMBER:	SC113549 (Scotland)

Abbreviated Balance Sheet
31 December 2012

	Notes	2012 £	£	2011 £	£
FIXED ASSETS					
Tangible assets	2		37,637		37,485
Investments	3		250		250
			37,887		37,735
CURRENT ASSETS					
Stocks		27,691		22,585	
Debtors		1,080,117		974,135	
Cash at bank and in hand		143,236		225,736	
		1,251,044		1,222,456	
CREDITORS					
Amounts falling due within one year		188,950		206,543	
NET CURRENT ASSETS			1,062,094		1,015,913
TOTAL ASSETS LESS CURRENT LIABILITIES			1,099,981		1,053,648
PROVISIONS FOR LIABILITIES			941		-
NET ASSETS			1,099,040		1,053,648
CAPITAL AND RESERVES					
Called up share capital	4		82		82
Capital redemption reserve			41		41
Profit and loss account			1,098,917		1,053,525
SHAREHOLDERS' FUNDS			1,099,040		1,053,648

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 notes form part of these abbreviated accounts

continued...

Abbreviated Balance Sheet - continued
31 December 2012

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 14 February 2013 and were signed on its behalf by:

G J Forrest - 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 goods, excluding value added tax.

Profit is recognised on dispatch of goods.

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

Tenants' Improvements	- over lease term
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost
Motor vehicles	- 20% on cost

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Deferred tax
Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more, tax. Deferred tax assets are recognised only to the extent that the directors consider that it is more likely than not that there will be suitable taxable profits from which the future reversal of the underlying timing differences can be deducted. Deferred tax is measured on an undiscounted basis at the rates that are expected to apply in the periods in which timing differences reverse, based on tax rates and laws enacted or substantively enacted at the balance sheet date

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

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.

continued...

2. TANGIBLE FIXED ASSETS

	Total
	£
COST	
At 1 January 2012	176,107
Additions	25,129
Disposals	(21,936)
At 31 December 2012	179,300
DEPRECIATION	
At 1 January 2012	138,622
Charge for year	24,977
Eliminated on disposal	(21,936)
At 31 December 2012	141,663
NET BOOK VALUE	
At 31 December 2012	37,637
At 31 December 2011	37,485

3. FIXED ASSET INVESTMENTS

Investments (neither listed nor unlisted) were as follows:

	2012	2011
	£	£
Trade Investment	250	250

4. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	2012	2011
			£	£
40	Ordinary	£1	40	40
40	A Ordinary	£1	40	40
2	B Ordinary	£1	2	2
			82	82

5. ULTIMATE PARENT COMPANY

The ultimate parent company is OTC Holdings Limited, a company registered in Scotland.

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.