

Abbreviated Unaudited Accounts

for the Year Ended 31 December 2012

for

Docmate Services Limited

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for the year ended 31 December 2012

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Docmate Services Limited

Company Information
for the year ended 31 December 2012

DIRECTORS:

C R Knowles
Mrs E Knowles

SECRETARY:

C R Knowles

REGISTERED OFFICE:

15 Millside Road
Peterculter
Aberdeenshire
AB14 0WE

REGISTERED NUMBER:

SC200921 (Scotland)

ACCOUNTANTS:

Grampian Accounting
3 Prospect Place
Arnhall Business Park
Westhill
Aberdeenshire
AB32 6SY

Abbreviated Balance Sheet

31 December 2012

	Notes	31.12.12 £	£	31.12.11 £	£
FIXED ASSETS					
Tangible assets	2		230		2,736
CURRENT ASSETS					
Stocks		-		4,998	
Debtors		3,941		-	
Cash at bank		5,453		9,315	
		9,394		14,313	
CREDITORS					
Amounts falling due within one year		7,529		7,961	
NET CURRENT ASSETS			1,865		6,352
TOTAL ASSETS LESS CURRENT LIABILITIES			2,095		9,088
CAPITAL AND RESERVES					
Called up share capital	3		100		100
Profit and loss account			1,995		8,988
SHAREHOLDERS' FUNDS			2,095		9,088

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 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
- (b) 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

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continued...

Docmate Services Limited (Registered number: SC200921)

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 30 August 2013 and were signed on its behalf by:

C R Knowles - 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.

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 - 20% on cost

Stocks

Work in progress is valued at the lower of cost and net realisable value.

Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed 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.

2. **TANGIBLE FIXED ASSETS**

	Total £
COST	
At 1 January 2012	14,994
Additions	616
At 31 December 2012	15,610
DEPRECIATION	
At 1 January 2012	12,258
Charge for year	3,122
At 31 December 2012	15,380
NET BOOK VALUE	
At 31 December 2012	230
At 31 December 2011	2,736

Notes to the Abbreviated Accounts - continued
for the year ended 31 December 2012

3. **CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	31.12.12 £	31.12.11 £
100	Ordinary	£1	<u>100</u>	<u>100</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.