REGISTERED NUMBER: SC253567 (Scotland)

REGISTRARS COPY

# THE DIRECT OFFICE SUPPLY COMPANY LIMITED

## ABBREVIATED ACCOUNTS

## FOR THE YEAR ENDED 31 JULY 2012

Milne Craig
Chartered Accountants
Abercorn House
79 Renfrew Road
Paisley
Renfrewshire
PA3 4DA

SATURDAY

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SCT 25/05/2013 #581
COMPANIES HOUSE

THE DIRECT OFFICE SUPPLY COMPANY LIMITED

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# THE DIRECT OFFICE SUPPLY COMPANY LIMITED

## COMPANY INFORMATION
## FOR THE YEAR ENDED 31 JULY 2012

| | |
|---|---|
| **DIRECTOR:** | John Cresswell Masson |
| **SECRETARY:** | Anne Murray |
| **REGISTERED OFFICE:** | Abercorn House<br>79 Renfrew Road<br>Paisley<br>Renfrewshire<br>PA3 4DA |
| **REGISTERED NUMBER:** | SC253567 (Scotland) |
| **ACCOUNTANTS:** | Milne Craig<br>Chartered Accountants<br>Abercorn House<br>79 Renfrew Road<br>Paisley<br>Renfrewshire<br>PA3 4DA |
| **BANKERS:** | Clydesdale Bank<br>19 Stuart Street<br>East Kilbride<br>G74 4NF |

## THE DIRECT OFFICE SUPPLY COMPANY LIMITED

### ABBREVIATED BALANCE SHEET
### 31 JULY 2012

| | Notes | 2012 £ | 2012 £ | 2011 £ | 2011 £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible assets | 2 | | 18,389 | | 1,512 |
| **CURRENT ASSETS** | | | | | |
| Stocks | | 1,620 | | 500 | |
| Debtors | | 51,607 | | 82,973 | |
| Cash at bank | | 31,820 | | 32,951 | |
| | | 85,047 | | 116,424 | |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | | 101,158 | | 116,317 | |
| **NET CURRENT (LIABILITIES)/ASSETS** | | | (16,111) | | 107 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | | 2,278 | | 1,619 |
| **PROVISIONS FOR LIABILITIES** | | | 1,575 | | 302 |
| **NET ASSETS** | | | 703 | | 1,317 |
| **CAPITAL AND RESERVES** | | | | | |
| Called up share capital | 3 | | 2 | | 2 |
| Profit and loss account | | | 701 | | 1,315 |
| **SHAREHOLDERS' FUNDS** | | | 703 | | 1,317 |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2012 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

(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 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 director on 29 April 2013 and were signed by:

John Cresswell Masson - Director

The notes form part of these abbreviated accounts

## NOTES TO THE ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 JULY 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. Consideration is given to the point at which the company is entitled to receive the income.

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

Fixtures and fittings - 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.

**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 August 2011 | 6,928 |
| Additions | 17,459 |
| Disposals | (1,278) |
| At 31 July 2012 | 23,109 |
| **DEPRECIATION** | |
| At 1 August 2011 | 5,416 |
| Charge for year | 579 |
| Eliminated on disposal | (1,275) |
| At 31 July 2012 | 4,720 |
| **NET BOOK VALUE** | |
| At 31 July 2012 | 18,389 |
| At 31 July 2011 | 1,512 |

### 3. CALLED UP SHARE CAPITAL

Allotted and issued:

| Number: | Class: | Nominal value: | 2012 £ | 2011 £ |
|---|---|---|---|---|
| 2 | Ordinary | £1 | 2 | 2 |

## CHARTERED ACCOUNTANTS' REPORT TO THE DIRECTOR ON THE UNAUDITED FINANCIAL STATEMENTS OF THE DIRECT OFFICE SUPPLY COMPANY LIMITED

**The following reproduces the text of the report prepared for the director in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to three) have been prepared.**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Direct Office Supply Company Limited for the year ended 31 July 2012 which comprise the Profit and Loss Account, the Balance Sheet, and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants of Scotland, we are subject to its ethical and other professional requirements which are detailed at http://www.icas.org.uk/accountspreparationguidance.

This report is made solely to the director of The Direct Office Supply Company Limited in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of The Direct Office Supply Company Limited and state those matters that we have agreed to state to the director of The Direct Office Supply Company Limited in this report in accordance with the requirements of the Institute of Chartered Accountants of Scotland as detailed at http://www.icas.org.uk/accountspreparationguidance. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its director for our work or for this report.

It is your duty to ensure that The Direct Office Supply Company Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The Direct Office Supply Company Limited. You consider that The Direct Office Supply Company Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of The Direct Office Supply Company Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Milne Craig

Milne Craig
Chartered Accountants
Abercorn House
79 Renfrew Road
Paisley
Renfrewshire
PA3 4DA

29 April 2013