

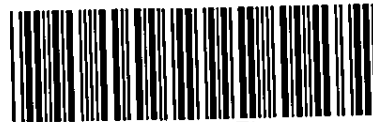
Registered number
SC356721

Options Office Services Limited

Abbreviated Accounts

31 March 2011

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COMPANIES HOUSE

Options Office Services Limited**Registered number:**

SC356721

**Abbreviated Balance Sheet
as at 31 March 2011**

	Notes	2011 £	2010 £
Fixed assets			
Intangible assets	2	-	-
Tangible assets	3	-	-
Investments	4	-	-
Current assets			
Stocks		-	-
Debtors	5	4,047	3,756
Investments held as current assets		-	-
Cash at bank and in hand		8,909	5,875
		12,956	9,631
Creditors: amounts falling due within one year		(10,001)	(9,466)
Net current assets			
		2,955	165
Total assets less current liabilities			
		2,955	165
Creditors: amounts falling due after more than one year		-	-
Provisions for liabilities		-	-
Net assets			
		2,955	165
Capital and reserves			
Called up share capital	7	100	100
Share premium		-	-
Revaluation reserve		-	-
Capital redemption reserve		-	-
Profit and loss account		2,855	65
Shareholder's funds			
		2,955	165

The director is satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Options Office Services Limited

Registered number: SC356721

Abbreviated Balance Sheet

as at 31 March 2011

E A Tremble

Mrs E A Tremble

Director

Approved by the board on 1 November 2011

Options Office Services Limited
Notes to the Abbreviated Accounts
for the year ended 31 March 2011

1 Accounting policies

Basis of preparation

The accounts 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 the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Depreciation

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

Plant and machinery	20% straight line
Motor vehicles	25% straight line

Stocks

Stock is valued at the lower of cost and net realisable value.

Deferred taxation

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Pensions

The company does not operate a defined contribution pension scheme.

Options Office Services Limited
Notes to the Abbreviated Accounts
for the year ended 31 March 2011

2 Intangible fixed assets	£
Cost	
At 1 April 2010	-
Additions	-
Disposals	-
At 31 March 2011	-
Amortisation	
At 1 April 2010	-
Provided during the year	-
On disposals	-
At 31 March 2011	-
Net book value	
At 31 March 2011	-
At 31 March 2010	-
3 Tangible fixed assets	£
Cost	
At 1 April 2010	-
Additions	-
Surplus on revaluation	-
Disposals	-
At 31 March 2011	-
Depreciation	
At 1 April 2010	-
Charge for the year	-
Surplus on revaluation	-
On disposals	-
At 31 March 2011	-
Net book value	
At 31 March 2011	-
At 31 March 2010	-
4 Investments	£
Cost	
At 1 April 2010	-
Additions	-
Disposals	-
At 31 March 2011	-

Options Office Services Limited
Notes to the Abbreviated Accounts
for the year ended 31 March 2011

The company holds 20% or more of the share capital of the following companies:

Company	Shares held		Capital and reserves	Profit (loss)
	Class	%	£	for the year £
[Company name 1]	Ordinary	-	-	-

5 Debtors

2011
£

2010
£

Debtors include:

Amounts due after more than one year

- -

6 Loans

2011
£

2010
£

Creditors include:

Amounts falling due for payment after more than five years

- -

Secured bank loans

- -

7 Share capital

**Nominal
value**

**2011
Number**

**2011
£**

**2010
£**

Allotted, called up and fully paid:

Ordinary shares

£1 each

-

100

100

B Ordinary shares

£1 each

-

-

-

100

100

? Preference shares

£1 each

-

-

-

100

100

**Nominal
value**

Number

**Amount
£**

Shares issued during the period:

Ordinary shares

£1 each

-

-

B Ordinary shares

£1 each

-

-

? Preference shares

£1 each

-

-

-

-

8 Loans to directors

Description and conditions

**B/fwd
£**

**Paid
£**

**Repaid
£**

**C/fwd
£**

Mrs E A Tremble

[Loan 1]

-

-

-

-

-

-

-

-

9 Guarantees made by the company on behalf of directors

Options Office Services Limited
Notes to the Abbreviated Accounts
for the year ended 31 March 2011

Description and terms	Maximum liability £	Amount paid and incurred £
Mrs E A Tremble [Guarantee 1]	-	-
	-	-