

Company registration number: 02230784

Administration Services Limited

Unaudited filleted financial statements

30 March 2017



Administration Services Limited

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Administration Services Limited

Directors and other information

Director	R G Oliver
Secretary	E M Cole
Company number	02230784
Registered office	Unit 19 Omega Business Village Thurston Road Northallerton DL6 2NJ
Business address	Airport House Purley Way Croydon Surrey CR0 0XZ
Accountants	Sanders 1 Bickenhall Mansions Bickenhall Street London W1U 6BP

Administration Services Limited

**Statement of financial position
30 March 2017**

	Note	30/03/17		31/03/16	
		£	£	£	£
Fixed assets					
Tangible assets	5	125,329		11,369	
Investments	6	6,025		6,025	
			<u>131,354</u>		<u>17,394</u>
Current assets					
Debtors	7	98,198		153,109	
Cash at bank and in hand		45,618		131,122	
		<u>143,816</u>		<u>284,231</u>	
Creditors: amounts falling due within one year	8	<u>(91,116)</u>		<u>(163,582)</u>	
Net current assets			52,700		120,649
Total assets less current liabilities			<u>184,054</u>		<u>138,043</u>
Net assets			<u><u>184,054</u></u>		<u><u>138,043</u></u>
Capital and reserves					
Called up share capital			300		300
Profit and loss account			183,754		137,743
Shareholders funds			<u><u>184,054</u></u>		<u><u>138,043</u></u>

For the period ending 30 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities:

- The shareholders have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476;
- The director acknowledges their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

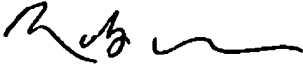
In accordance with section 444 of the Companies Act 2006, the statement of comprehensive income has not been delivered.

The notes on pages 5 to 9 form part of these financial statements.

Administration Services Limited

Statement of financial position (continued)
30 March 2017

These financial statements were approved by the board of directors and authorised for issue on 19 March 2018, and are signed on behalf of the board by:



R G Oliver
Director

Company registration number: 02230784

The notes on pages 5 to 9 form part of these financial statements.

Administration Services Limited

**Statement of changes in equity
Period ended 30 March 2017**

	Called up share capital £	Profit and loss account £	Total £
At 1 April 2015	300	123,599	123,899
Profit for the period		<u>24,144</u>	<u>24,144</u>
Total comprehensive income for the period	<u>-</u>	<u>24,144</u>	<u>24,144</u>
Dividends paid and payable		<u>(10,000)</u>	<u>(10,000)</u>
Total investments by and distributions to owners	<u>-</u>	<u>(10,000)</u>	<u>(10,000)</u>
At 31 March 2016 and 1 April 2016	<u>300</u>	<u>137,745</u>	<u>138,045</u>
Profit for the period		<u>46,009</u>	<u>46,009</u>
Total comprehensive income for the period	<u>-</u>	<u>46,009</u>	<u>46,009</u>
At 30 March 2017	<u><u>300</u></u>	<u><u>183,754</u></u>	<u><u>184,054</u></u>

Administration Services Limited

Notes to the financial statements (continued) Period ended 30 March 2017

1. General Information

The company is a private company limited by shares, registered in England and Wales. The address of the registered office is Unit 19, Omega Business Village, Thurston Road, Northallerton, DL6 2NJ.

2. Statement of compliance

These financial statements have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Transition to FRS 102

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 12.

Turnover

Turnover comprises fees receivables and expenses recoverable from clients.

Taxation

The taxation expense represents the aggregate amount of current and deferred tax recognised in the reporting period. Tax is recognised in the statement of comprehensive income, except to the extent that it relates to items recognised in other comprehensive income or directly in capital and reserves. In this case, tax is recognised in other comprehensive income or directly in capital and reserves, respectively. Current tax is recognised on taxable profit for the current and past periods. Current tax is measured at the amounts of tax expected to pay or recover using the tax rates and laws that have been enacted or substantively enacted at the reporting date.

Leasing

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce constant periodic rates of charge on the net obligations outstanding in each period.

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

Administration Services Limited

Notes to the financial statements (continued) Period ended 30 March 2017

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold properties	- 2%	straight line
Other tangible assets	- 33%	straight line

If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

Investments

Fixed asset investments are stated at cost less provision for permanent diminution in value.

Investments in associates

Investments in associates accounted for in accordance with the cost model are recorded at cost less any accumulated impairment losses.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

4. Staff costs

The average number of persons employed by the company during the period amounted to 16 (2016: 15).

5. Tangible assets

	Freehold and leasehold properties £	Other tangible assets £	Total £
Cost			
At 1 April 2016	59,470	99,053	158,523
Additions	111,518	23,269	134,787
Disposals	-	(25,972)	(25,972)
At 30 March 2017	170,988	96,350	267,338
Depreciation			
At 1 April 2016	59,470	87,684	147,154
Charge for the year	2,230	12,232	14,462
Disposals	-	(19,607)	(19,607)
At 30 March 2017	61,700	80,309	142,009
Carrying amount			
At 30 March 2017	109,288	16,041	125,329
At 31 March 2016	-	11,369	11,369

Administration Services Limited

Notes to the financial statements (continued)

Period ended 30 March 2017

6. Investments

	Shares in group undertakings and participating interests £
Cost	
At 1 April 2016 and 30 March 2017	6,025
Impairment	
At 1 April 2016 and 30 March 2017	-
Carrying amount	
At 30 March 2017	6,025
At 31 March 2016	6,025

7. Debtors

	30/03/17	31/03/16
	£	£
Trade debtors	62,222	118,652
Other debtors	35,976	34,457
	<u>98,198</u>	<u>153,109</u>

8. Creditors: amounts falling due within one year

	30/03/17	31/03/16
	£	£
Trade creditors	14,409	14,869
Corporation tax	5,641	8,379
Social security and other taxes	59,042	71,135
Other creditors	12,024	69,199
	<u>91,116</u>	<u>163,582</u>

Administration Services Limited

Notes to the financial statements (continued)
Period ended 30 March 2017

9. Operating leases

The company as lessee

The total future minimum lease payments under non-cancellable operating leases are as follows:

	30/03/17	31/03/16
	£	£
Not later than 1 year	<u>10,800</u>	<u>15,000</u>

10. Related party transactions

Mr R G Oliver, the director and shareholder of the company, is also a director of the Construction Equipment Association (CEA). During the year, the company charged the CEA secretariat fees and recharged disbursements of £316,432 (2016: £311,267). At the balance sheet date, the company was owed £3,110 (2016: £27,448) by CEA and this is included under trade debtors.

Mr R G Oliver is also a director of the Construction Equipment Events Limited (CEE). During the year, the company charged CEE secretariat fees and recharged disbursements of £104,212 (2016: £121,167). In addition the company also received dividends totalling £11,666 (2016: £11,667) from CEE. At the balance sheet date, the amount owed by CEE was £15,583 (2016: £19,748). £15,358 (2016: £19,523) of this amount is shown under trade debtors and the balance in other debtors.

Mr R G Oliver is also a director and shareholder of Enigma Creative Limited (EC). At the balance sheet date, the amount owed by EC was £9,324 (2016: £9,170). £324 (2016: £170) of this amount is shown under trade debtors and the balance in other debtors.

Mr R G Oliver, a director and shareholder of the company, has made loans to the company. At the balance sheet date, the amount due to Mr R G Oliver was £7,395 (2016: £19,995). This amount is included in other creditors falling due within one year.

11. Controlling party

The company is under the control of Mr R.G. Oliver, the sole director and shareholder of the company.

12. Transition to FRS 102

These are the first financial statements that comply with FRS 102. The company transitioned to FRS 102 on 1 April 2015.

Reconciliation of equity

No transitional adjustments were required.

Reconciliation of profit or loss for the period

No transitional adjustments were required.