

Registered Number 4245869

Abbreviated Financial Statements
for the period ended 31 July 2012
for
Active Secretariat Limited

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COMPANIES HOUSE

Active Secretariat Limited

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for the period ended 31 July 2012**

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Active Secretariat Limited

**Report of the Directors
for the period ended 31 July 2012**

The directors present their report with the financial statements of the company for the year ended 31/07/2012

Principal Activity

The principal activity of the company in the year under review was the provision of company administration services

Directors

The directors during the year under review were

Amanda Jane Moran

The beneficial interests of the directors holding office on 31 July 2012 in the issued share capital of the company were as follows

Ordinary £1 shares	31.7.12	31.7.11
Amanda Jane Moran	35	35

This report has been prepared in accordance with the special provisions for small companies under The Companies Act 2006

ON BEHALF OF THE BOARD.


Steven James Moran - Secretary

Active Secretariat Limited

**Abbreviated Balance Sheet
31 July 2012**

		at 31 7 2012		at 31 7 2011	
	<u>Notes</u>	£	£	£	£
FIXED ASSETS					
Tangible Assets			0		0
CURRENT ASSETS					
Debtors	2	2,650		5,303	
Cash at bank		11		207	
		<u>2,661</u>		<u>5,510</u>	
CREDITORS					
Amounts falling due within one year	3	<u>716</u>		<u>702</u>	
NET CURRENT LIABILITIES					
		1,945		4,808	
			<u>1,945</u>		<u>4,808</u>
LONG TERM LIABILITIES					
Amounts falling due over one year			0		0
TOTAL ASSETS LESS TOTAL LIABILITIES					
	702		<u>1,945</u>		<u>4,808</u>
CAPITAL AND RESERVES					
Called up Share Capital	4		70		70
Profit & Loss Account			<u>1,875</u>		<u>4,738</u>
SHAREHOLDERS FUNDS					
			<u>1,945</u>		<u>4,808</u>


For the year ending 31st July 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

The directors acknowledge their responsibilities for

- (i) the members have not required the company to obtain an audit of its accounts for the year ending 31st July 2012 in accordance with section 476,
- (ii) ensuring that the company keeps proper accounting records which comply with Act, and
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

These financial statements were approved by the directors and authorised for issue on 29th April 2013,

ON BEHALF OF THE BOARD:



Amanda Moran - Director

Active Secretariat Limited

**Notes to the Abbreviated Financial Statements
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 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 - 25% on a reducing balance

2 DEBTORS

	31 July 2012 £	31 July 2011 £
Trade Debtors	2,650	5,303
	<u>2,650</u>	<u>5,303</u>

3 CREDITORS

Amounts falling due within One Year

	31 July 2012 £	31 July 2011 £
Trade Creditors	716	0
Corporation Tax	0	702
	<u>716</u>	<u>702</u>

3 CALLED UP SHARE CAPITAL

Authorised, allotted, issued and fully paid

Number	Class	Nominal Value	31 July 2012 £	31 July 2011 £
70	Ordinary	£1	<u>70</u>	<u>70</u>