

Registered Number 4245869

**Abbreviated Financial Statements**  
**for the period ended 31 July 2011**  
**for**  
**Active Secretariat Limited**



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Active Secretariat Limited

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for the period ended 31 July 2011**

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Active Secretariat Limited

**Report of the Directors  
for the period ended 31 July 2011**

The directors present their report with the financial statements of the company for the year ended 31/07/2011

**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 2011 in the issued share capital of the company were as follows

<b>Ordinary £1 shares</b>	<b>31.7.11</b>	<b>31.7.10</b>
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

29/4/12

Active Secretariat Limited

**Abbreviated Balance Sheet  
31 July 2011**

		at 31 7 2011		at 31 7 2010	
	<u>Notes</u>	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets			0		0
<b>CURRENT ASSETS</b>					
Debtors	2	5,303		5,580	
Cash at bank		207		391	
		<u>5,510</u>		<u>5,971</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	3	<u>702</u>		<u>1,270</u>	
<b>NET CURRENT LIABILITIES</b>					
		4,808		4,701	
			<u>4,808</u>		<u>4,701</u>
<b>LONG TERM LIABILITIES</b>					
Amounts falling due over one year			0		0
<b>TOTAL ASSETS LESS TOTAL LIABILITIES</b>					
	702		<u>4,808</u>		<u>4,701</u>
<b>CAPITAL AND RESERVES</b>					
Called up Share Capital	4		70		70
Profit & Loss Account			<u>4,738</u>		<u>4,631</u>
<b>SHAREHOLDERS FUNDS</b>					
			<u>4,808</u>		<u>4,701</u>

For the year ending 31st July 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

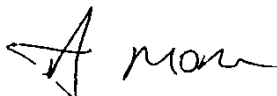
The directors acknowledge their responsibilities for

- (i) the members have not required the company to obtain an audit of its accounts for the year ending 31st July 2011 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

29/4/12

ON BEHALF OF THE BOARD



Amanda Moran - Director

Active Secretariat Limited

**Notes to the Abbreviated Financial Statements  
for the year ended 31 July 2011**

**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 June 2002)

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 2011 £	31 July 2010 £
Trade Debtors	5,303	5,580
	<u>5,303</u>	<u>5,580</u>

**3 CREDITORS**

Amounts falling due within One Year

	31 July 2011 £	31 July 2010 £
Trade Creditors	0	0
Corporation Tax	702	1,270
	<u>702</u>	<u>1,270</u>

**3 CALLED UP SHARE CAPITAL**

Authorised, allotted, issued and fully paid

Number	Class	Nominal Value	31 July 2011 £	31 July 2010 £
70	Ordinary	£1	<u>70</u>	<u>70</u>