

Company Registration No. 03283273 (England and Wales)

OAKLEY SECRETARIAL SERVICES LIMITED
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
PAGES FOR FILING WITH REGISTRAR

OAKLEY SECRETARIAL SERVICES LIMITED

COMPANY INFORMATION

Director	Mr C A McGrory
Company number	03283273
Registered office	The Oakley Kidderminster Road Droitwich Worcestershire WR9 9AY
Accountants	Ormerod Rutter Limited The Oakley Kidderminster Road Droitwich Worcestershire WR9 9AY
Bankers	The Royal Bank of Scotland Plc 55/56 Worcester Street Kidderminster Worcestershire DY10 1EL

OAKLEY SECRETARIAL SERVICES LIMITED

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OAKLEY SECRETARIAL SERVICES LIMITED

ACCOUNTANTS' REPORT TO THE DIRECTOR ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF OAKLEY SECRETARIAL SERVICES LIMITED FOR THE YEAR ENDED 31 DECEMBER 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Oakley Secretarial Services Limited for the year ended 31 December 2021 which comprise, 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 in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Oakley Secretarial Services Limited, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Oakley Secretarial Services Limited and state those matters that we have agreed to state to the Board of Directors of Oakley Secretarial Services Limited, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Oakley Secretarial Services Limited and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that Oakley Secretarial Services 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 Oakley Secretarial Services Limited. You consider that Oakley Secretarial Services 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 Oakley Secretarial Services 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.

Ormerod Rutter Limited

20 September 2022

Chartered Accountants

The Oakley
Kidderminster Road
Droitwich
Worcestershire
WR9 9AY

OAKLEY SECRETARIAL SERVICES LIMITED**BALANCE SHEET****AS AT 31 DECEMBER 2021**

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	4	62,342		97,240	
Cash at bank and in hand		53,935		61,562	
		<u>116,277</u>		<u>158,802</u>	
Creditors: amounts falling due within one year					
	5	<u>(49,367)</u>		<u>(93,649)</u>	
Net current assets			<u>66,910</u>		<u>65,153</u>
Capital and reserves					
Called up share capital	6		120		120
Profit and loss reserves			<u>66,790</u>		<u>65,033</u>
Total equity			<u>66,910</u>		<u>65,153</u>

The director of the company has elected not to include a copy of the profit and loss account within the financial statements.

For the financial year ended 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and signed by the director and authorised for issue on 20 September 2022.

Mr C A McGrory
Director

Company Registration No. 03283273

OAKLEY SECRETARIAL SERVICES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

Company information

Oakley Secretarial Services Limited is a private company limited by shares incorporated in England and Wales. The registered office is The Oakley, Kidderminster Road, Droitwich, Worcestershire, WR9 9AY.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for services provided in the normal course of business, and is shown net of VAT.

Revenue from the provision of services is recognised by reference to the stage of completion, when the costs incurred and costs to complete can be estimated reliably.

1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% Reducing balance
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1.4 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

OAKLEY SECRETARIAL SERVICES LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 DECEMBER 2021****1 Accounting policies****(Continued)****Deferred tax**

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the profit and loss account, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

1.5 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.6 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 8 (2020 - 9).

3 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 January 2021 and 31 December 2021	362
	<hr/>
Depreciation and impairment	
At 1 January 2021 and 31 December 2021	362
	<hr/>
Carrying amount	
At 31 December 2021	-
	<hr/> <hr/>
At 31 December 2020	-
	<hr/> <hr/>

OAKLEY SECRETARIAL SERVICES LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 DECEMBER 2021**

4 Debtors	2021	2020
Amounts falling due within one year:	£	£
Trade debtors	59,856	95,092
Other debtors	2,486	2,148
	<u>62,342</u>	<u>97,240</u>
	<u><u>62,342</u></u>	<u><u>97,240</u></u>
5 Creditors: amounts falling due within one year	2021	2020
	£	£
Trade creditors	23	368
Amounts owed to group undertakings	20,000	47,500
Taxation and social security	18,368	33,286
Other creditors	10,976	12,495
	<u>49,367</u>	<u>93,649</u>
	<u><u>49,367</u></u>	<u><u>93,649</u></u>
6 Called up share capital	2021	2020
	£	£
Ordinary share capital		
Issued and fully paid		
10 Ordinary A of £1 each	10	10
100 Ordinary B of £1 each	100	100
100 Ordinary C of 1p each	1	1
100 Ordinary D of 2p each	2	2
100 Ordinary E of 3p each	3	3
100 Ordinary F of 4p each	4	4
	<u>120</u>	<u>120</u>
	<u><u>120</u></u>	<u><u>120</u></u>

7 Control**Ultimate parent company**

Ormerod Rutter Holdings Limited is regarded by the director as being the company's ultimate parent company.

Ultimate controlling party

There is no ultimate controlling party, due to no controlling majority in the ultimate parent company.

