

Company Registration No. 02690082 (England and Wales)

DOCUMENTS PLUS LIMITED
DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 AUGUST 2011

MONDAY



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28/05/2012
COMPANIES HOUSE

DOCUMENTS PLUS LIMITED

COMPANY INFORMATION

Directors

A Cree
C G Brewer
D L Ufland
I P Woodcock
N Hart
W E Smith

Secretary

C G Brewer

Company number

02690082

Registered office

The Old Station
Hever
Kent
TN8 7ER

Accountants

Bryden Johnson
Kings Parade
Lower Coombe Street
Croydon
Surrey
CR0 1AA

Business address

The Old Station
Hever
Kent
TN8 7ER

DOCUMENTS PLUS LIMITED

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DOCUMENTS PLUS LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 28 AUGUST 2011

The directors present their report and financial statements for the year ended 28 August 2011

Principal activities

The company carries on the business of automatic information gathering and document preparation systems

Directors

The following directors have held office since 29 August 2010

A Cree
C G Brewer
D L Ufland
I P Woodcock
N Hart
W E Smith

Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations

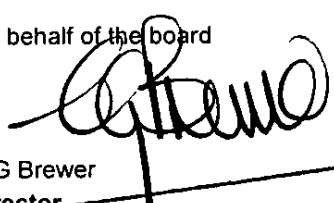
Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board



C G Brewer
Director

28-8-2011

DOCUMENTS PLUS LIMITED

CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF DOCUMENTS PLUS LIMITED FOR THE YEAR ENDED 28 AUGUST 2011

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Documents Plus Limited for the year ended 28 August 2011 set out on pages 3 to 11 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, we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook

This report is made solely to the Board of Directors of Documents Plus Limited, as a body, in accordance with the terms of our engagement letter dated 14 April 2010. Our work has been undertaken solely to prepare for your approval the financial statements of Documents Plus Limited and state those matters that we have agreed to state to the Board of Directors of Documents Plus Limited, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Documents Plus Limited and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that Documents Plus 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 Documents Plus Limited. You consider that Documents Plus Limited is exempt from the statutory audit requirement for the year.

Bryden Johnson

25 May 2012

Chartered Accountants

Kings Parade
Lower Coombe Street
Croydon
Surrey
CR0 1AA

DOCUMENTS PLUS LIMITED

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 28 AUGUST 2011

		2011 £	2010 £
	Notes		
Turnover		1,091,562	920,850
Cost of sales		(43,608)	(46,230)
Gross profit		1,047,954	874,620
Administrative expenses		(826,890)	(710,022)
Operating profit	2	221,064	164,598
Other interest receivable and similar income	3	97	53
Amounts written off investments	4	-	(393)
Interest payable and similar charges		(2,193)	(3,112)
Profit on ordinary activities before taxation		218,968	161,146
Tax on profit on ordinary activities	5	(3,396)	(32,098)
Profit for the year	13	215,572	129,048

DOCUMENTS PLUS LIMITED

BALANCE SHEET

AS AT 28 AUGUST 2011

	Notes	2011 £	£	2010 £	£
Fixed assets					
Intangible assets	6	511,033		519,314	
Tangible assets	7	348,729		359,743	
		<u>859,762</u>		<u>879,057</u>	
Current assets					
Stocks		-		72,851	
Debtors	8	280,059		89,086	
Cash at bank and in hand		179,676		125,134	
		<u>459,735</u>		<u>287,071</u>	
Creditors amounts falling due within one year	9	<u>(328,417)</u>		<u>(389,948)</u>	
Net current assets/(liabilities)		<u>131,318</u>		<u>(102,877)</u>	
Total assets less current liabilities		<u>991,080</u>		<u>776,180</u>	
Creditors amounts falling due after more than one year	10	<u>(68,573)</u>		<u>(69,245)</u>	
		<u>922,507</u>		<u>706,935</u>	
Capital and reserves					
Called up share capital	12	34,000		34,000	
Profit and loss account	13	888,507		672,935	
Shareholders' funds		<u>922,507</u>		<u>706,935</u>	

DOCUMENTS PLUS LIMITED

BALANCE SHEET (CONTINUED)

AS AT 28 AUGUST 2011

For the financial year ended 28 August 2011 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board for issue on 23/5/2012.

C G Brewer
Director



Company Registration No. 02690082

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 AUGUST 2011

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

1.2 Turnover

Turnover represents amounts receivable for goods and services net of VAT and trade discounts

1.3 Will System Structure

Intangible fixed assets are valued at cost less accumulated amortisation. Amortisation is calculated to write off the cost in equal annual instalments over their estimated useful lives of 10 years

1.4 Research and development

Research expenditure is written off to the profit and loss account in the year in which it is incurred. Development expenditure is written off in the same way unless the directors are satisfied as to the technical, commercial and financial viability of individual projects. In this situation, the expenditure is deferred and amortised over the period during which the company is expected to benefit

1.5 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Land and buildings Freehold	2% Straight line
Computer equipment	20% Straight line
Fixtures, fittings & equipment	10% Straight line

1.6 Stock and work in progress

Work in progress is valued at the lower of cost and net realisable value

1.7 Pensions

The company operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the profit and loss account in the year they are payable

1.8 Foreign currency translation

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

2 Operating profit

	2011	2010
	£	£
Operating profit is stated after charging		
Depreciation of tangible assets	58,855	61,419
Directors' remuneration	210,380	218,960

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 3 (2010 - 3)

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2011

3	Investment income	2011	2010
		£	£
	Bank interest	97	49
	Other interest	-	4
		<u>97</u>	<u>53</u>
4	Amounts written off investments	2011	2010
		£	£
	Amounts written off fixed asset investments		
	- permanent diminution in value	-	393
		<u>-</u>	<u>393</u>
5	Taxation	2011	2010
		£	£
	Domestic current year tax		
	U K corporation tax	3,396	36,171
	Adjustment for prior years	-	(4,073)
		<u>3,396</u>	<u>32,098</u>
	Total current tax	<u>3,396</u>	<u>32,098</u>

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2011

6 Intangible fixed assets

	Will System Structure £	Development Costs £	Total £
Cost			
At 29 August 2010	450,000	897,737	1,347,737
Additions	-	130,000	130,000
At 28 August 2011	450,000	1,027,737	1,477,737
Amortisation			
At 29 August 2010	90,000	738,423	828,423
Charge for the year	45,000	93,281	138,281
At 28 August 2011	135,000	831,704	966,704
Net book value			
At 28 August 2011	315,000	196,033	511,033
At 28 August 2010	360,000	159,314	519,314

7 Tangible fixed assets

	Land and buildings £	Plant and machinery etc £	Total £
Cost			
At 29 August 2010	375,000	222,327	597,327
Additions	-	2,841	2,841
At 28 August 2011	375,000	225,168	600,168
Depreciation			
At 29 August 2010	30,000	207,584	237,584
Charge for the year	7,500	6,355	13,855
At 28 August 2011	37,500	213,939	251,439
Net book value			
At 28 August 2011	337,500	11,229	348,729
At 28 August 2010	345,000	14,743	359,743

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2011

8 Debtors	2011 £	2010 £
Trade debtors	167,067	68,130
Other debtors	112,992	20,956
	<u>280,059</u>	<u>89,086</u>
9 Creditors amounts falling due within one year	2011 £	2010 £
Bank loans and overdrafts	-	19,355
Trade creditors	27,747	62
Taxation and social security	47,725	57,104
Other creditors	252,945	313,427
	<u>328,417</u>	<u>389,948</u>
10 Creditors amounts falling due after more than one year	2011 £	2010 £
Bank loans	<u>68,573</u>	<u>69,245</u>
Analysis of loans		
Wholly repayable within five years	68,573	88,600
Included in current liabilities	-	(19,355)
	<u>68,573</u>	<u>69,245</u>

The loan is secured by a fixed and floating charge over the assets of the company

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2011

11 Pension costs

Defined contribution

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

	2011 £	2010 £
Contributions payable by the company for the year	<u>18,449</u>	<u>11,248</u>

12 Share capital

	2011 £	2010 £
Allotted, called up and fully paid 34,000 Ordinary shares of £1 each	<u>34,000</u>	<u>34,000</u>

13 Statement of movements on profit and loss account

	Profit and loss account £
Balance at 29 August 2010	672,935
Profit for the year	<u>215,572</u>
Balance at 28 August 2011	<u>888,507</u>

14 Control

The ultimate controlling party is C G Brewer a director of the company

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2011

15 Related party relationships and transactions

Loans from directors

The following directors had interest free loans during the year. The movement on these loans are as follows

Description	% Rate	Opening Balance £	Amounts Advanced £	Interest Charged £	Amounts Repaid £	Closing Balance £
C G Brewer - Directors loan	-	(97,694)	85,629	-	-	(12,065)
A Cree - Directors loan	-	-	42,892	-	-	42,892
W E Smith - Directors loan	-	-	15,910	-	-	15,910
I P Woodcock - Directors loan	-	-	9,208	-	-	9,208
		<u>(97,694)</u>	<u>153,639</u>	<u>-</u>	<u>-</u>	<u>55,945</u>

During the year rent of £12,000 (2010 - £12,000) was paid to a pension fund of which A Cree and C G Brewer are beneficiaries