

Company Registration No. 02690082 (England and Wales)

DOCUMENTS PLUS LIMITED
DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 AUGUST 2013



DOCUMENTS PLUS LIMITED

COMPANY INFORMATION

Directors

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

Secretary

C G Brewer

Company number

02690082

Registered office

The Old Station
Hever
Kent
United Kingdom
TN8 7ER

Accountants

Bryden Johnson
Kings Parade
Lower Coombe Street
Croydon
CR0 1AA

Business address

The Old Station
Hever
Kent
United Kingdom
TN8 7ER

DOCUMENTS PLUS LIMITED

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DOCUMENTS PLUS LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 28 AUGUST 2013

The directors present their report and financial statements for the year ended 28 August 2013

Principal activities

The principal activity of the company continued to be that of automatic information gathering and document preparation systems

Directors

The following directors have held office since 29 August 2012

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

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

3/2/2014.

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 2013

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 2013 set out on pages 3 to 10 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 27 September 2013. 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.

We have not been instructed to carry out an audit or a review of the financial statements of Documents Plus 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.

Bryden Johnson

Chartered Accountants

6 February 2014

Kings Parade
Lower Coombe Street
Croydon
CR0 1AA

DOCUMENTS PLUS LIMITED

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 28 AUGUST 2013

	Notes	2013 £	2012 £
Turnover		1,353,567	1,374,094
Cost of sales		(40,913)	(50,208)
Gross profit		1,312,654	1,323,886
Administrative expenses		(1,006,108)	(1,063,701)
Other operating income		12,000	12,000
Operating profit	2	318,546	272,185
Other interest receivable and similar income	3	1,877	240
Interest payable and similar charges		(68)	(2,013)
Profit on ordinary activities before taxation		320,355	270,412
Tax on profit on ordinary activities	4	-	(50,560)
Profit for the year	12	320,355	219,852

DOCUMENTS PLUS LIMITED

BALANCE SHEET

AS AT 28 AUGUST 2013

	Notes	2013 £	£	2012 £	£
Fixed assets					
Intangible assets	5	520,560		480,903	
Tangible assets	6	15,829		13,400	
Investments	7	680,000		-	
		<u>1,216,389</u>		<u>494,303</u>	
Current assets					
Debtors	8	248,056		450,753	
Cash at bank and in hand		337,087		589,173	
		<u>585,143</u>		<u>1,039,926</u>	
Creditors: amounts falling due within one year	9	<u>(338,818)</u>		<u>(391,870)</u>	
Net current assets			246,325		648,056
Total assets less current liabilities			<u>1,462,714</u>		<u>1,142,359</u>
Capital and reserves					
Called up share capital	11	34,000		34,000	
Profit and loss account	12	1,428,714		1,108,359	
Shareholders' funds			<u>1,462,714</u>		<u>1,142,359</u>

For the financial year ended 28 August 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- 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,
- The directors acknowledge 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 in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board for issue on 3/2/2014


C G Brewer
Director

Company Registration No. 02690082

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 AUGUST 2013

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 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.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets 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	
Plant and machinery	25% straight line
Fixtures, fittings & equipment	10% Straight Line

1.5 Investments

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

1.6 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	2013 £	2012 £
Operating profit is stated after charging		
Depreciation of tangible assets	51,534	58,949
Directors' remuneration	351,337	320,727
	<u> </u>	<u> </u>

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 3 (2012 - 3)

3 Investment income	2013 £	2012 £
Bank interest	1,877	240
	<u> </u>	<u> </u>
	1,877	240
	<u> </u>	<u> </u>

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2013

4	Taxation	2013 £	2012 £
	Domestic current year tax		
	U K corporation tax	-	40,709
	Adjustment for prior years	-	9,851
	Total current tax	-	50,560

The company has estimated losses of £ 19,583 (2012 - £ nil) available for carry forward against future trading profits

5	Intangible fixed assets	Patents £	Development Costs £	Total £
	Cost			
	At 29 August 2012	450,000	1,137,737	1,587,737
	Additions	-	199,335	199,335
	At 28 August 2013	450,000	1,337,072	1,787,072
	Amortisation			
	At 29 August 2012	180,000	926,834	1,106,834
	Charge for the year	45,000	114,678	159,678
	At 28 August 2013	225,000	1,041,512	1,266,512
	Net book value			
	At 28 August 2013	225,000	295,560	520,560
	At 28 August 2012	270,000	210,903	480,903

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2013

6 Tangible fixed assets

	Plant and machinery etc
	£
Cost	
At 29 August 2012	233,788
Additions	8,963
	<hr/>
At 28 August 2013	242,751
	<hr/>
Depreciation	
At 29 August 2012	220,388
Charge for the year	6,534
	<hr/>
At 28 August 2013	226,922
	<hr/>
Net book value	
At 28 August 2013	15,829
	<hr/>
At 28 August 2012	13,400
	<hr/>

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 AUGUST 2013

7 Fixed asset investments

	Shares in group undertakings and participating interests £
Cost	
At 29 August 2012	-
Additions	680,000
At 28 August 2013	680,000
Net book value	
At 28 August 2013	680,000

Holdings of more than 20%

The company holds more than 20% of the share capital of the following companies

Company	Country of registration or incorporation	Class	Shares held %
Subsidiary undertakings			
Documents Ltd	Guernsey Channel Islands	Ordinary	100.00

The aggregate amount of capital and reserves and the results of these undertakings for the last relevant financial year were as follows

	Principal activity	Capital and reserves 2013 £	Profit/(loss) for the year 2013 £
Documents Ltd	Repository for Document Plus IPR	2	-

8 Debtors	2013 £	2012 £
Trade debtors	186,456	94,964
Other debtors	61,600	355,789
	248,056	450,753

DOCUMENTS PLUS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 AUGUST 2013

9	Creditors' amounts falling due within one year	2013 £	2012 £
	Trade creditors	15,556	13,853
	Taxation and social security	37,766	70,819
	Other creditors	285,496	307,198
		<u>338,818</u>	<u>391,870</u>

10 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.

	2013 £	2012 £
Contributions payable by the company for the year	<u>26,258</u>	<u>26,257</u>

11	Share capital	2013 £	2012 £
	Allotted, called up and fully paid		
	34,000 Ordinary shares of £1 each	<u>34,000</u>	<u>34,000</u>

12 Statement of movements on profit and loss account

	Profit and loss account £
Balance at 29 August 2012	1,108,359
Profit for the year	<u>320,355</u>
Balance at 28 August 2013	<u>1,428,714</u>

13 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 2013

14 Related party relationships and transactions

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 - Interest Free	-	-	5,405	-	-	5,405
I P Woodcock - Interest Free	-	-	1,206	-	-	1,206
		-	6,611	-	-	6,611

Included in other creditors is an amount of £1,339 (2012 Nil) due to A Cree a director of the company

During the year rent of £13,500 (2012- £13,500) was paid to a pension fund of which the directors A Cree and C G Brewer are beneficiaries and also a rent of £12,000 (2012 £ Nil) was paid to A Cree and C G Brewer directors of the company