

Company Registration No. 2690082 (England and Wales)

**DOCUMENTS PLUS LIMITED**  
**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 AUGUST 2010**



# DOCUMENTS PLUS LIMITED

## COMPANY INFORMATION

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**Directors**

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

**Secretary**

C G Brewer

**Company number**

2690082

**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

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# DOCUMENTS PLUS LIMITED

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# DOCUMENTS PLUS LIMITED

## DIRECTORS' REPORT

**FOR THE YEAR ENDED 28 AUGUST 2010**

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The directors present their report and financial statements for the year ended 28 August 2010

### 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 2009

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

  
A Cree  
Director  
25/05/2011

## **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 2010**

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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 2010 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](http://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](http://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**

26 May 2011

**Chartered Accountants**

Kings Parade  
Lower Coombe Street  
Croydon  
Surrey  
CR0 1AA

# DOCUMENTS PLUS LIMITED

## PROFIT AND LOSS ACCOUNT

**FOR THE YEAR ENDED 28 AUGUST 2010**

|   |       | 2010      | 2009      |
|---|-------|-----------|-----------|
|   | Notes | £         | £         |
| Turnover                                      |       | 920,850   | 903,790   |
| Cost of sales                                 |       | (46,230)  | (29,962)  |
| Gross profit                                  |       | 874,620   | 873,828   |
| Administrative expenses                       |       | (710,022) | (732,967) |
| Operating profit                              | 2     | 164,598   | 140,861   |
| Other interest receivable and similar income  | 3     | 53        | 237       |
| Amounts written off investments               | 4     | (393)     | -         |
| Interest payable and similar charges          |       | (3,112)   | (5,498)   |
| Profit on ordinary activities before taxation |       | 161,146   | 135,600   |
| Tax on profit on ordinary activities          | 5     | (32,098)  | (27,668)  |
| Profit for the year                           | 14    | 129,048   | 107,932   |

# DOCUMENTS PLUS LIMITED

## BALANCE SHEET

AS AT 28 AUGUST 2010

|   | Notes | 2010<br>£ | £ | 2009<br>£ | £ |
|---|-------|-----------|---|-----------|---|
| <b>Fixed assets</b>   |       |           |   |           |   |
| Intangible assets   | 6     | 519,314   |   | 577,044   |   |
| Tangible assets   | 7     | 359,743   |   | 376,164   |   |
| Investments   | 8     | -         |   | 393       |   |
|   |       |           |   |           |   |
|   |       | 879,057   |   | 953,601   |   |
| <b>Current assets</b>   |       |           |   |           |   |
| Stocks  |       | 72,851    |   | 27,470    |   |
| Debtors   | 9     | 89,086    |   | 83,922    |   |
| Cash at bank and in hand                                      |       | 125,134   |   | 109,916   |   |
|   |       |           |   |           |   |
|   |       | 287,071   |   | 221,308   |   |
| <b>Creditors amounts falling due within one year</b>          | 10    | (389,948) |   | (504,195) |   |
|   |       |           |   |           |   |
| <b>Net current liabilities</b>                                |       | (102,877) |   | (282,887) |   |
|   |       |           |   |           |   |
| <b>Total assets less current liabilities</b>                  |       | 776,180   |   | 670,714   |   |
|   |       |           |   |           |   |
| <b>Creditors amounts falling due after more than one year</b> | 11    | (69,245)  |   | (92,827)  |   |
|   |       |           |   |           |   |
|   |       | 706,935   |   | 577,887   |   |
|   |       |           |   |           |   |
| <b>Capital and reserves</b>                                   |       |           |   |           |   |
| Called up share capital                                       | 13    | 34,000    |   | 34,000    |   |
| Profit and loss account                                       | 14    | 672,935   |   | 543,887   |   |
|   |       |           |   |           |   |
| <b>Shareholders' funds</b>                                    |       | 706,935   |   | 577,887   |   |

## **DOCUMENTS PLUS LIMITED**

### **BALANCE SHEET (CONTINUED)**

**AS AT 28 AUGUST 2010**

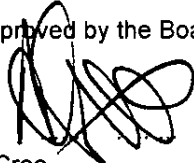
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For the financial year ended 28 August 2010 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements 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 25/05/2011



A Cree  
Director

Company Registration No 2690082



# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 28 AUGUST 2010**

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### **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 Investments**

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

#### **1.7 Stock and work in progress**

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

#### **1.8 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

#### **1.9 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

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2010

|          |   |             |             |
|----------|---|-------------|-------------|
| <b>2</b> | <b>Operating profit</b>                   | <b>2010</b> | <b>2009</b> |
|          |   | <b>£</b>    | <b>£</b>    |
|          | Operating profit is stated after charging |             |             |
|          | Amortisation of intangible assets         | 85,752      | 77,565      |
|          | Depreciation of tangible assets           | 61,419      | 65,472      |
|          | Directors' remuneration                   | 218,960     | 221,162     |

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 3 (2009 - 3)

|          |                          |             |             |
|----------|--------------------------|-------------|-------------|
| <b>3</b> | <b>Investment income</b> | <b>2010</b> | <b>2009</b> |
|          |                          | <b>£</b>    | <b>£</b>    |
|          | Bank interest            | 49          | 211         |
|          | Other interest           | 4           | 26          |
|          |                          | <u>53</u>   | <u>237</u>  |

|          |   |             |             |
|----------|---|-------------|-------------|
| <b>4</b> | <b>Amounts written off investments</b>      | <b>2010</b> | <b>2009</b> |
|          |   | <b>£</b>    | <b>£</b>    |
|          | Amounts written off fixed asset investments |             |             |
|          | - permanent diminution in value             | 393         | -           |

|          |                                  |               |               |
|----------|----------------------------------|---------------|---------------|
| <b>5</b> | <b>Taxation</b>                  | <b>2010</b>   | <b>2009</b>   |
|          |                                  | <b>£</b>      | <b>£</b>      |
|          | <b>Domestic current year tax</b> |               |               |
|          | U K corporation tax              | 36,171        | 27,668        |
|          | Adjustment for prior years       | (4,073)       | -             |
|          | <b>Total current tax</b>         | <u>32,098</u> | <u>27,668</u> |

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2010

### 6 Intangible fixed assets

|                       | Will System<br>Structure | Development<br>Costs | Total     |
|-----------------------|--------------------------|----------------------|-----------|
|                       | £                        | £                    | £         |
| <b>Cost</b>           |                          |                      |           |
| At 29 August 2009     | 450,000                  | 824,716              | 1,274,716 |
| Additions             | -                        | 73,021               | 73,021    |
| At 28 August 2010     | 450,000                  | 897,737              | 1,347,737 |
| <b>Amortisation</b>   |                          |                      |           |
| At 29 August 2009     | 45,001                   | 652,672              | 697,673   |
| Charge for the year   | 44,999                   | 85,751               | 130,750   |
| At 28 August 2010     | 90,000                   | 738,423              | 828,423   |
| <b>Net book value</b> |                          |                      |           |
| At 28 August 2010     | 360,000                  | 159,314              | 519,314   |
| At 28 August 2009     | 404,999                  | 172,045              | 577,044   |

### 7 Tangible fixed assets

|                                       | Land and<br>buildings | Plant and<br>machinery etc | Total   |
|---------------------------------------|-----------------------|----------------------------|---------|
|                                       | £                     | £                          | £       |
| <b>Cost</b>                           |                       |                            |         |
| At 29 August 2009 & at 28 August 2010 | 375,000               | 222,327                    | 597,327 |
| <b>Depreciation</b>                   |                       |                            |         |
| At 29 August 2009                     | 22,500                | 198,664                    | 221,164 |
| Charge for the year                   | 7,500                 | 8,920                      | 16,420  |
| At 28 August 2010                     | 30,000                | 207,584                    | 237,584 |
| <b>Net book value</b>                 |                       |                            |         |
| At 28 August 2010                     | 345,000               | 14,743                     | 359,743 |
| At 28 August 2009                     | 352,500               | 23,664                     | 376,164 |

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 AUGUST 2010

### 8 Fixed asset investments

|                       | Shares in<br>group<br>undertakings<br>and<br>participating<br>interests<br>£ |
|-----------------------|--|
| <b>Cost</b>           |  |
| At 29 August 2009     | 393  |
| Disposals             | (393)  |
|                       | <hr/>  |
| At 28 August 2010     | -  |
|                       | <hr/>  |
| <b>Net book value</b> |  |
| At 28 August 2010     | -  |
|                       | <hr/>  |
| At 28 August 2009     | 393  |
|                       | <hr/>  |

| 9 Debtors     | 2010<br>£ | 2009<br>£ |
|---------------|-----------|-----------|
| Trade debtors | 68,130    | 67,764    |
| Other debtors | 20,956    | 16,158    |
|               | <hr/>     | <hr/>     |
|               | 89,086    | 83,922    |
|               | <hr/>     | <hr/>     |

| 10 Creditors amounts falling due within one year | 2010<br>£ | 2009<br>£ |
|--|-----------|-----------|
| Bank loans and overdrafts                        | 19,355    | 15,000    |
| Trade creditors                                  | 62        | 15,443    |
| Taxation and social security                     | 57,104    | 47,968    |
| Other creditors                                  | 313,427   | 425,784   |
|  | <hr/>     | <hr/>     |
|  | 389,948   | 504,195   |
|  | <hr/>     | <hr/>     |

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2010

| 11 Creditors amounts falling due after more than one year | 2010<br>£ | 2009<br>£ |
|---|-----------|-----------|
| Bank loans  | 69,245    | 92,827    |
| <b>Analysis of loans</b>                                  |           |           |
| Wholly repayable within five years                        | 88,600    | 107,827   |
| Included in current liabilities                           | (19,355)  | (15,000)  |
|   | 69,245    | 92,827    |

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

## 12 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.

|   | 2010<br>£ | 2009<br>£ |
|---|-----------|-----------|
| Contributions payable by the company for the year | 11,248    | 9,289     |

| 13 Share capital                          | 2010<br>£ | 2009<br>£ |
|---|-----------|-----------|
| <b>Allotted, called up and fully paid</b> |           |           |
| 34,000 Ordinary shares of £1 each         | 34,000    | 34,000    |

## 14 Statement of movements on profit and loss account

|                           | Profit and<br>loss<br>account<br>£ |
|---------------------------|------------------------------------|
| Balance at 29 August 2009 | 543,887                            |
| Profit for the year       | 129,048                            |
| Balance at 28 August 2010 | 672,935                            |

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 28 AUGUST 2010**

### 15 Control

The ultimate controlling party is C Brewer by virtue of his shareholding in the company

### 16 Related party relationships and transactions

#### Loans from directors

Transactions in relation to loans with directors during the year are outlined in the table below

| Description                   | %<br>Rate | Opening<br>Balance<br>£ | Amounts<br>Advanced<br>£ | Interest<br>Charged<br>£ | Amounts<br>Repaid<br>£ | Closing<br>Balance<br>£ |
|-------------------------------|-----------|-------------------------|--------------------------|--------------------------|------------------------|-------------------------|
| A Cree - Directors loan       | -         | (752)                   | 34,559                   | -                        | (33,807)               | -                       |
| C G Brewer - Directors loan   | -         | (235,955)               | 138,259                  | -                        | -                      | (97,696)                |
| W E Smith - Directors loan    | -         | (123)                   | 2,996                    | -                        | (2,873)                | -                       |
| I P Woodcock - Directors loan | -         | (246)                   | 4,515                    | -                        | (4,269)                | -                       |
| -                             | -         | -                       | -                        | -                        | -                      | -                       |
|                               |           | <u>(237,076)</u>        | <u>180,329</u>           | <u>-</u>                 | <u>(40,949)</u>        | <u>(97,696)</u>         |

During the year rent of £12,000 (2009 - £12,000) was paid to a pension fund of which A Cree and C G Brewer are beneficiaries