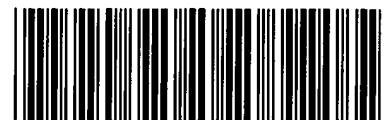


Company Registration No. 02690082 (England and Wales)

**DOCUMENTS PLUS LIMITED**  
**DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 AUGUST 2015**

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COMPANIES HOUSE

# **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  
B A S Freestone

**Secretary**

C 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

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# **DOCUMENTS PLUS LIMITED**

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# DOCUMENTS PLUS LIMITED

## DIRECTORS' REPORT

**FOR THE YEAR ENDED 28 AUGUST 2015**

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The directors present their report and financial statements for the year ended 28 August 2015.

### 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 2014:

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

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  
26.01.16

# **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 2015**

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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 2015 set out on pages 3 to 9 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 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](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 loss 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**

20 May 2016

**Chartered Accountants**

Kings Parade  
Lower Coombe Street  
Croydon  
CR0 1AA

# DOCUMENTS PLUS LIMITED

## PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 28 AUGUST 2015

	Notes	2015 £	2014 £
Turnover		1,205,442	1,441,900
Cost of sales		(55,355)	(41,615)
Gross profit		1,150,087	1,400,285
Administrative expenses		(1,572,815)	(1,044,478)
Other operating income		10,768	12,336
Operating (loss)/profit	2	(411,960)	368,143
Other interest receivable and similar income	3	812	1,098
(Loss)/profit on ordinary activities before taxation		(411,148)	369,241
Tax on (loss)/profit on ordinary activities	4	-	(1,621)
(Loss)/profit for the year	13	(411,148)	367,620

# DOCUMENTS PLUS LIMITED

## BALANCE SHEET

AS AT 28 AUGUST 2015

	Notes	2015 £	£	2014 £	£
<b>Fixed assets</b>					
Intangible assets	6	222,881		558,977	
Tangible assets	7	19,133		16,572	
Investments	8	680,000		680,000	
		<u>922,014</u>		<u>1,255,549</u>	
<b>Current assets</b>					
Debtors	9	686,280		159,961	
Cash at bank and in hand		125,098		797,537	
		<u>811,378</u>		<u>957,498</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(374,206)</u>		<u>(382,713)</u>	
<b>Net current assets</b>			437,172		574,785
<b>Total assets less current liabilities</b>		<u>1,359,186</u>		<u>1,830,334</u>	
<b>Capital and reserves</b>					
Called up share capital	12	34,000		34,000	
Profit and loss account	13	1,325,186		1,796,334	
<b>Shareholders' funds</b>		<u>1,359,186</u>		<u>1,830,334</u>	

For the financial year ended 28 August 2015 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 26<sup>th</sup> January 2016.

  
C G Brewer  
Director

Company Registration No. 02690082

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 AUGUST 2015

### 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:

Plant and machinery	20 & 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 (loss)/profit	2015	2014
	£	£
Operating (loss)/profit is stated after charging:		
Depreciation of tangible assets	8,738	51,175
Directors' remuneration	473,585	363,050
	<u>          </u>	<u>          </u>

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 3 (2014 - 3).

3 Investment income	2015	2014
	£	£
Bank interest	812	1,098
	<u>          </u>	<u>          </u>
	812	1,098
	<u>          </u>	<u>          </u>



# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 AUGUST 2015

4	Taxation	2015 £	2014 £
	<b>Domestic current year tax</b>		
	U.K. corporation tax	-	1,621
	<b>Total current tax</b>	-	1,621

The company has estimated losses of £ 296,557 (2014 - £ 19,583) available for carry forward against future trading profits.

5	Dividends	2015 £	2014 £
	Ordinary interim paid	60,000	-

6	Intangible fixed assets	Patents £	Development Costs £	Total £
	<b>Cost</b>			
	At 29 August 2014	450,000	1,573,792	2,023,792
	Additions	-	181,900	181,900
	Disposals	(450,000)	(1,418,196)	(1,868,196)
	At 28 August 2015	-	337,496	337,496
	<b>Amortisation</b>			
	At 29 August 2014	270,000	1,194,815	1,464,815
	Amortisation on disposals	(270,000)	(1,147,699)	(1,417,699)
	Charge for the year	-	67,499	67,499
	At 28 August 2015	-	114,615	114,615
	<b>Net book value</b>			
	At 28 August 2015	-	222,881	222,881
	At 28 August 2014	180,000	378,977	558,977

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 AUGUST 2015

### 7 Tangible fixed assets

	Plant and machinery etc
	£
<b>Cost</b>	
At 29 August 2014	249,669
Additions	11,299
	<hr/>
At 28 August 2015	260,968
	<hr/>
<b>Depreciation</b>	
At 29 August 2014	233,097
Charge for the year	8,738
	<hr/>
At 28 August 2015	241,835
	<hr/>
<b>Net book value</b>	
At 28 August 2015	19,133
	<hr/> <hr/>
At 28 August 2014	16,572
	<hr/> <hr/>

### 8 Fixed asset investments

	Shares in group undertakings and participating interests
	£
<b>Cost</b>	
At 29 August 2014 & at 28 August 2015	680,000
	<hr/>
<b>Net book value</b>	
At 28 August 2015	680,000
	<hr/> <hr/>
At 28 August 2014	680,000
	<hr/> <hr/>

#### 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	%
<b>Subsidiary undertakings</b>				
Documents Ltd	Guernsey Channel Islands	Ordinary	100.00	

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 AUGUST 2015

### 8 Fixed asset investments

(Continued)

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

		Capital and reserves 2015 £	Profit/(loss) for the year 2015 £
Documents Ltd	Principal activity Repository for Document Plus IPR	2	-

### 9 Debtors

	2015 £	2014 £
Trade debtors	45,766	78,215
Other debtors	640,514	81,746
	<u>686,280</u>	<u>159,961</u>

### 10 Creditors: amounts falling due within one year

	2015 £	2014 £
Trade creditors	25,753	11,928
Taxation and social security	57,580	53,805
Other creditors	290,873	316,980
	<u>374,206</u>	<u>382,713</u>

### 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.

	2015 £	2014 £
Contributions payable by the company for the year	<u>36,285</u>	<u>26,258</u>

# DOCUMENTS PLUS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 AUGUST 2015

12	Share capital	2015 £	2014 £
	Allotted, called up and fully paid		
	34,000 Ordinary shares of £1 each	34,000	34,000

### 13 Statement of movements on profit and loss account

	Profit and loss account £
Balance at 29 August 2014	1,796,334
Loss for the year	(411,148)
Dividends paid	(60,000)
Balance at 28 August 2015	1,325,186

### 14 Control

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

### 15 Related party relationships and transactions

The following directors were paid dividends during the year as outlined in the table below:

	2015 £	2014 £
C Brewer	41,604	-
A Cree	11,652	-
I P Woodcock	3,006	-
	56,262	-

During the year rent of £13,500 (2014- £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 £14,828 (2014 £ 12,404) was paid to A Cree and C G Brewer directors of the company.