

REGISTERED NUMBER: 03754580 (England and Wales)

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
ARCHIVE STORAGE AND RETRIEVAL LIMITED

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FOR THE YEAR ENDED 31 DECEMBER 2020**

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ARCHIVE STORAGE AND RETRIEVAL LIMITED

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2020**

DIRECTORS:

R E Bettis
Mrs K K Bettis
Mrs K R Hill
R W Bettis

REGISTERED OFFICE:

61 Station Road
Sudbury
Suffolk
CO10 2SP

BUSINESS ADDRESS:

Stour Valley Business Centre
Brundon Lane
Sudbury
Suffolk
CO10 7GB

REGISTERED NUMBER:

03754580 (England and Wales)

ACCOUNTANTS:

Seago and Stopps
Chartered Certified Accountants
61 Station Road
Sudbury
Suffolk
CO10 2SP

**BALANCE SHEET
31 DECEMBER 2020**

31.12.19					31.12.20
£	£		Notes		£
		FIXED ASSETS			
1,600		Intangible assets	4		800
<u>857,049</u>		Tangible assets	5		<u>793,283</u>
858,649					794,083
		CURRENT ASSETS			
	10,000	Stocks		-	
	1,981,874	Debtors	6	1,503,180	
	<u>72</u>	Cash at bank and in hand		<u>198,694</u>	
	1,991,946			1,701,874	
		CREDITORS			
	<u>357,700</u>	Amounts falling due within one year	7	<u>254,520</u>	
<u>1,634,246</u>		NET CURRENT ASSETS			<u>1,447,354</u>
<u>2,492,895</u>		TOTAL ASSETS LESS CURRENT LIABILITIES			2,241,437
		CREDITORS			
(32,525)		Amounts falling due after more than one year	8		(65,018)
<u>(50,083)</u>		PROVISIONS FOR LIABILITIES			<u>(42,893)</u>
<u><u>2,410,287</u></u>		NET ASSETS			<u><u>2,133,526</u></u>

The notes form part of these financial statements

**BALANCE SHEET - continued
31 DECEMBER 2020**

31.12.19				31.12.20
£	£		Notes	£
		CAPITAL AND RESERVES		
2		Called up share capital	9	2
<u>2,410,285</u>		Retained earnings		<u>2,133,524</u>
<u>2,410,287</u>		SHAREHOLDERS' FUNDS		<u>2,133,526</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each 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 financial statements, so far as applicable to the company.

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

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on 13 May 2021 and were signed on its behalf by:

Mrs K R Hill - Director

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. STATUTORY INFORMATION

Archive Storage and Retrieval Limited is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover represents the value of work completed during the year, by reference to invoiced sales and the movement between opening and closing work in progress and trade debtors balances and rent receivable for commercial units.

Intangible assets - website

Website costs are being amortised evenly over an estimated useful life of four years.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property - Straight line over 25 years

Plant & machinery - 10% on cost

Fixtures & fittings - 10% on cost

Motor vehicles - 25% on reducing balance

Computer equipment - 10% on cost

Stocks

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

Financial instruments

The company enters into basic financial instrument transactions, as appropriate and as and when required, that result in the recognition of financial assets and liabilities within the financial statements such as trade and other accounts receivable and payable, bank loans and hire purchase and lease contracts.

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

2. ACCOUNTING POLICIES - continued

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 11 (2019 - 12) .

4. INTANGIBLE FIXED ASSETS

	Website costs £
COST	
At 1 January 2020	
and 31 December 2020	<u>3,200</u>
AMORTISATION	
At 1 January 2020	1,600
Amortisation for year	<u>800</u>
At 31 December 2020	<u>2,400</u>
NET BOOK VALUE	
At 31 December 2020	<u>800</u>
At 31 December 2019	<u>1,600</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

5. TANGIBLE FIXED ASSETS

	Totals £	Freehold property £	Plant & machinery £
COST			
At 1 January 2020	1,752,697	835,145	619,523
Additions	22,831	10,946	11,885
Disposals	(38,493)	-	(14,000)
At 31 December 2020	<u>1,737,035</u>	<u>846,091</u>	<u>617,408</u>
DEPRECIATION			
At 1 January 2020	895,648	251,101	432,874
Charge for year	78,332	37,808	23,939
Eliminated on disposal	(30,228)	-	(8,400)
At 31 December 2020	<u>943,752</u>	<u>288,909</u>	<u>448,413</u>
NET BOOK VALUE			
At 31 December 2020	<u>793,283</u>	<u>557,182</u>	<u>168,995</u>
At 31 December 2019	<u>857,049</u>	<u>584,044</u>	<u>186,649</u>
	Fixtures and fittings £	Motor vehicles £	Computer equipment £
COST			
At 1 January 2020	196,326	88,204	13,499
Additions	-	-	-
Disposals	(3,000)	(21,493)	-
At 31 December 2020	<u>193,326</u>	<u>66,711</u>	<u>13,499</u>
DEPRECIATION			
At 1 January 2020	150,814	51,947	8,912
Charge for year	6,963	8,474	1,148
Eliminated on disposal	(2,700)	(19,128)	-
At 31 December 2020	<u>155,077</u>	<u>41,293</u>	<u>10,060</u>
NET BOOK VALUE			
At 31 December 2020	<u>38,249</u>	<u>25,418</u>	<u>3,439</u>
At 31 December 2019	<u>45,512</u>	<u>36,257</u>	<u>4,587</u>

ARCHIVE STORAGE AND RETRIEVAL LIMITED (REGISTERED NUMBER: 03754580)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

6. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.20	31.12.19
	£	£
Trade debtors	212,703	185,672
Other debtors	1,290,477	1,796,202
	<u>1,503,180</u>	<u>1,981,874</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Bank loans and overdrafts	5,000	83,776
Hire purchase contracts	12,508	12,508
Payments on account	64,116	49,515
Trade creditors	44,614	35,848
Taxation and social security	91,862	63,046
Other creditors	36,420	113,007
	<u>254,520</u>	<u>357,700</u>

8. **CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.12.20	31.12.19
	£	£
Bank loans	45,000	-
Hire purchase contracts	<u>20,018</u>	<u>32,525</u>
	65,018	32,525

9. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:				
Number:	Class:	Nominal value:	31.12.20 £	31.12.19 £
2	Ordinary	£1	<u>2</u>	<u>2</u>

10. ULTIMATE CONTROLLING PARTY

The company is wholly owned by Filex Archive Consultants Limited, a company registered in England and Wales. The registered office of this company is 61 Station Road, Sudbury, Suffolk CO10 2SP.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.