

PHD Mail Limited

Annual Report and Unaudited Financial Statements
for the Year Ended 31 March 2021

PHD Mail Limited

Contents

Company Information	<u>1</u>
Statement of Financial Position	<u>2</u> to <u>3</u>
Notes to the Unaudited Financial Statements	<u>4</u> to <u>10</u>

PHD Mail Limited

Company Information

Directors Mr Colin Brooks
Mr Jamie Laurence John Mason
Mr Antony Moore
Mr Kevin Ivan Dunn

Company secretary Mr Kevin Ivan Dunn

Registered office Unit One
Falcon Close
Burton-on-Trent
DE14 1SG

Accountants Harrison Partners Limited
Chartered Certified Accountants
Masonic Building
9 Mill Street
Sutton Coldfield
West Midlands
B72 1TJ

PHD Mail Limited

(Registration number: 04248052)

Statement of Financial Position as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	<u>4</u>	1,661,538	1,729,512
Current assets			
Stocks	<u>5</u>	62,823	88,808
Debtors	<u>6</u>	1,547,133	1,616,233
Cash at bank and in hand		<u>1,154,538</u>	<u>803,149</u>
		2,764,494	2,508,190
Creditors: Amounts falling due within one year	<u>7</u>	<u>(1,920,445)</u>	<u>(1,761,487)</u>
Net current assets		<u>844,049</u>	<u>746,703</u>
Total assets less current liabilities		2,505,587	2,476,215
Creditors: Amounts falling due after more than one year	<u>7</u>	<u>(81,242)</u>	<u>(163,538)</u>
Provisions for liabilities		<u>(270,079)</u>	<u>(273,269)</u>
Net assets		<u><u>2,154,266</u></u>	<u><u>2,039,408</u></u>
Capital and reserves			
Called up share capital	<u>8</u>	1,000	1,000
Share premium reserve		281,404	281,404
Profit and loss account		<u>1,871,862</u>	<u>1,757,004</u>
Shareholders' funds		<u><u>2,154,266</u></u>	<u><u>2,039,408</u></u>

PHD Mail Limited

(Registration number: 04248052)

Statement of Financial Position as at 31 March 2021

For the financial year ending 31 March 2021 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 accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

These financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime and the option not to file the Profit and Loss Account has been taken.

Approved and authorised by the Board on 12 May 2021 and signed on its behalf by:

.....

Mr Colin Brooks
Director

PHD Mail Limited

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2021

1 General information

The company is a private company limited by share capital, incorporated in England and Wales.

The address of its registered office is:

Unit One
Falcon Close
Burton-on-Trent
DE14 1SG
England

These financial statements were authorised for issue by the Board on 12 May 2021.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A - 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

Revenue recognition

Turnover comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the company's activities. Turnover is shown net of sales/value added tax, returns, rebates and discounts.

The company recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the entity and specific criteria have been met for each of the company's activities. For example, in respect of print and mail services, revenue is recognised once the material has been both printed and dispatched.

Tax

The tax expense for the period comprises current tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.

PHD Mail Limited

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2021

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the company operates and generates taxable income.

Deferred tax is recognised in respect of all timing differences between taxable profits and profits reported in the financial statements.

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

Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference.

Tangible assets

Tangible assets are stated in the statement of financial position at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Plant and machinery	10% to 25% reducing balance
Motor vehicles	25% reducing balance
Computer equipment	25% straight line

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade debtors

Trade debtors are amounts due from customers for goods sold and services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

PHD Mail Limited

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2021

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Profit and Loss Account over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the company has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to profit or loss on a straight-line basis over the period of the lease.

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee.

Assets held under finance leases are recognised at the lower of their fair value at inception of the lease and the present value of the minimum lease payments. These assets are depreciated on a straight-line basis over the shorter of the useful life of the asset and the lease term. The corresponding liability to the lessor is included in the Statement of Financial Position as a finance lease obligation.

Lease payments are apportioned between finance costs in the Profit and Loss Account and reduction of the lease obligation so as to achieve a constant periodic rate of interest on the remaining balance of the liability.

PHD Mail Limited

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2021

Dividends

Dividend distribution to the company's shareholders is recognised as a liability in the financial statements in the reporting period in which the dividends are declared.

Defined contribution pension obligation

The company operates a defined contribution pension scheme. Contributions payable to the scheme are recognised in the profit and loss account in the period to which they relate.

3 Staff numbers

The average number of persons employed by the company (including directors) during the year, was 50 (2020 - 55).

PHD Mail Limited

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2021

4 Tangible assets

	Plant, machinery and equipment £	Motor vehicles £	Total £
Cost or valuation			
At 1 April 2020	3,671,077	20,260	3,691,337
Additions	171,031	54,940	225,971
Disposals	(102,706)	-	(102,706)
At 31 March 2021	3,739,402	75,200	3,814,602
Depreciation			
At 1 April 2020	1,951,959	9,866	1,961,825
Charge for the year	256,311	9,008	265,319
Eliminated on disposal	(74,080)	-	(74,080)
At 31 March 2021	2,134,190	18,874	2,153,064
Carrying amount			
At 31 March 2021	1,605,212	56,326	1,661,538
At 31 March 2020	1,719,118	10,394	1,729,512

5 Stocks

	2021 £	2020 £
Other inventories	62,823	88,808

6 Debtors

	2021 £	2020 £
Trade debtors	1,372,716	1,396,120
Prepayments	174,417	214,106
Other debtors	-	6,007
	1,547,133	1,616,233

PHD Mail Limited

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2021

7 Creditors

Creditors: amounts falling due within one year

	Note	2021 £	2020 £
Due within one year			
Loans and borrowings	<u>9</u>	247,656	144,536
Trade creditors		1,025,687	1,126,683
Taxation and social security		454,071	334,822
Accruals and deferred income		137,731	154,954
Other creditors		55,300	492
		<u>1,920,445</u>	<u>1,761,487</u>

Creditors: amounts falling due after more than one year

	Note	2021 £	2020 £
Due after one year			
Loans and borrowings	<u>9</u>	<u>81,242</u>	<u>163,538</u>

8 Share capital

Allotted, called up and fully paid shares

	2021		2020	
	No.	£	No.	£
Ordinary Shares of £1 each	1,000	1,000	1,000	1,000

On 24th March 2021 1,000 ordinary shares of £1 were redesignated as follows:

- A Ordinary Shares of £1 - 750 shares
- B Ordinary Shares of £1 - 100 shares
- C Ordinary Shares of £1 - 100 shares
- D Ordinary Shares of £1 - 50 shares

PHD Mail Limited

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2021

9 Loans and borrowings

	2021 £	2020 £
Non-current loans and borrowings		
Hire purchase contracts	81,242	163,538

	2021 £	2020 £
Current loans and borrowings		
Bank borrowings	-	4,191
Hire purchase contracts	247,656	140,345
	247,656	144,536

10 Dividends

Interim dividends paid

	2021 £	2020 £
Interim dividend of £52 (2020 - £Nil) per each A Ordinary Shares	39,175	-
Interim dividend of £188 (2020 - £Nil) per each B Ordinary Shares	18,800	-
Interim dividend of £370 (2020 - £Nil) per each C Ordinary Shares	37,000	-
Interim dividend of £40 (2020 - £Nil) per each D Ordinary Shares	2,000	-
Interim dividend of £Nil (2020 - £25) per each Ordinary Shares	-	25,000
	96,975	25,000

11 Financial commitments, guarantees and contingencies

Amounts not provided for in the balance sheet

The total amount of financial commitments not included in the balance sheet is £46,213 (2020 - £91,608). These comprise operating lease commitments, of which £39,570 is due within one year and £6,643 is due between one and five years.

12 Related party transactions

Within creditors is an amount of £47,831 (2020: £2,900) due to the director Mr C Brooks. Within creditors is an amount of £194 (2020: £-) due to the director Mr K Dunn.

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.