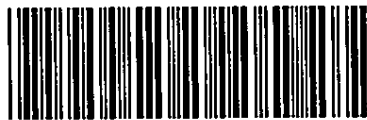


Company Registration No. 04384324 (England and Wales)

DOC CLEANING LIMITED
ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013

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DOC CLEANING LIMITED

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DOC CLEANING LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

The directors present their report and financial statements for the year ended 31 March 2013

Principal activities and review of the business

The principal activity of the DOC Cleaning Limited ("the company") continued to be that of the provision of cleaning services at commercial and public sector properties and establishments

The services are carried out on a contract basis throughout predominantly the London and South East region of England although there has recently been the addition of several contracts further afield and therefore affording the company further exposure on a nationwide basis

The results for the period and the financial position at the year end show a turnover of £8,903,002 which is an increase of £685,997 from the previous year. The company also showed a gross profit of £1,478,720 which shows a decrease of £76,520 from the previous year and a subsequent post tax net profit of £545,890 which shows a decrease of £70,777 from the previous year

The company has no major debts and enjoys a good cash flow and bank balance

The Directors, after due consideration has been given to the current difficult financial and economic situation, are extremely satisfied with the performance of the company which demonstrates its strength and market position within a very competitive and cost-driven industry

The company's principal risk is in its ability to maintain client relationships and to secure both existing contracts and to source new opportunities in order to maintain its customer base and develop this wherever possible

The risks in maintaining employment relationships with a large and diverse work force needs to be considered at all times both ethically and in accordance with all legislation and with equal opportunities being promoted constantly and consistently throughout the organisation

The company are of the opinion that it is well positioned both operationally and financially to exploit any further opportunities that may arise and to seek out new clients whilst aiming to retain its historic customers into the future. There are no current plans for diversification

The KPIs used to manage the business and their values based on the accounts of the company are

Gross Profit Margin - 16.6% (2012 - 18.9%)

Net Profit Margin - 8.1% (2012 - 10.2%)

Balance sheet net asset value - 37.1% (2012 - 31.5%)

Results and dividends

The results for the year are set out on page 0

An interim ordinary dividend was paid amounting to £313,600. The directors do not recommend payment of a final dividend

DOC CLEANING LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

Future developments

The company will continue to develop its nationwide presence and endeavour to both maintain and build upon its already enviable client list and good reputation within the industry

In order to further manage the predicted growth and geographical spread of its activities, the company have installed a specialised cleaning management system on its computer network which will enable a greater level of control, analysis and reporting of its operational and financial performance from the financial year 2013/14

Purchase of own shares

During the year the company purchased 50 of its own shares from a previous director of the company for a consideration of £150,000

Directors

The following directors have held office since 1 April 2012

L Andrews

D Andrews

Charitable donations	2013	2012
	£	£

During the year the company made the following payments

Charitable donations	<u>4,400</u>	<u>-</u>
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Charitable donations have been made to local charities serving the community in which the company operates

Employee involvement

The company's policy is to consult and discuss with employees, at meetings, matters likely to affect employees' interests

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the company's performance

Disabled persons

The company's policy is to recruit disabled workers for those vacancies that they are able to fill. All necessary assistance with initial training courses is given. Once employed, a career plan is developed so as to ensure suitable opportunities for each disabled person. Arrangements are made, wherever possible, for retraining employees who become disabled, to enable them to perform work identified as appropriate to their aptitudes and abilities

Auditors

In accordance with the company's articles, a resolution proposing that Taylor Viney & Marlow be reappointed as auditors of the company will be put at a General Meeting

DOC CLEANING LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

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.

Statement of disclosure to auditors

So far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware. Additionally, the directors have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditors are aware of that information.

On behalf of the board



L Andrews

Director

2 September 2013

DOC CLEANING LIMITED

INDEPENDENT AUDITORS' REPORT TO DOC CLEANING LIMITED UNDER SECTION 449 OF THE COMPANIES ACT 2006

We have examined the abbreviated accounts set out on pages 5 to 18, together with the financial statements of DOC Cleaning Limited for the year ended 31 March 2013 prepared under section 396 of the Companies Act 2006

This report is made solely to the company, in accordance with Chapter 10 of Part 15 of the Companies Act 2006. Our work has been undertaken so that we might state to the company those matters we are required to state to it in a special auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, for our work, for this report, or for the opinions we have formed.

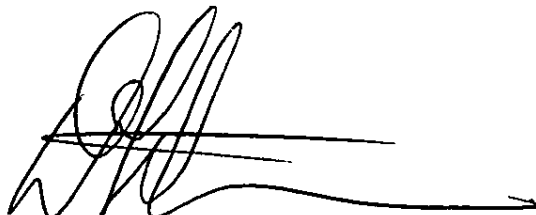
Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated accounts in accordance with section 445 of the Companies Act 2006. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts to the Registrar of Companies and whether the abbreviated accounts have been properly prepared in accordance with the regulations made under that section and to report our opinion to you.

We conducted our work in accordance with Bulletin 2008/4 issued by the Auditing Practices Board. In accordance with that Bulletin we have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared.

Opinion

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with section 445(3) of the Companies Act 2006, and the abbreviated accounts have been properly prepared in accordance with the regulations made under that section.



David Stevens ACA (Senior Statutory Auditor)
for and on behalf of Taylor Viney & Marlow

2 September 2013

Chartered Accountants
Statutory Auditor

46-54 High Street
Ingatestone
Essex
CM4 9DW

DOC CLEANING LIMITED

ABBREVIATED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

	Notes	2013 £	2012 £
Turnover		8,903,002	8,217,005
Other operating income less cost of sales		(7,423,615)	(6,661,098)
Administrative expenses		(762,252)	(723,946)
Operating profit	2	717,135	831,961
Other interest receivable and similar income		6,485	5,892
Interest payable and similar charges	4	(3,133)	(3,395)
Profit on ordinary activities before taxation		720,487	834,458
Tax on profit on ordinary activities	5	(174,597)	(217,791)
Profit for the year	15	545,890	616,667

The profit and loss account has been prepared on the basis that all operations are continuing operations

There are no recognised gains and losses other than those passing through the profit and loss account

DOC CLEANING LIMITED


ABBREVIATED BALANCE SHEET

AS AT 31 MARCH 2013

	Notes	2013 £	£	2012 £	£
Fixed assets					
Intangible assets	7	183,333		203,333	
Tangible assets	8	292,535		186,473	
		<u>475,868</u>		<u>389,806</u>	
Current assets					
Debtors	9	1,677,888		1,041,293	
Cash at bank and in hand		895,642		1,215,200	
		<u>2,573,530</u>		<u>2,256,493</u>	
Creditors' amounts falling due within one year	10	<u>(1,442,044)</u>		<u>(1,140,497)</u>	
Net current assets		<u>1,131,486</u>		<u>1,115,996</u>	
Total assets less current liabilities		<u>1,607,354</u>		<u>1,505,802</u>	
Creditors: amounts falling due after more than one year	11	-		(389)	
Provisions for liabilities	12	<u>(57,895)</u>		<u>(38,244)</u>	
		<u>1,549,459</u>		<u>1,467,169</u>	
Capital and reserves					
Called up share capital	14	50		100	
Other reserves	15	50		-	
Profit and loss account	15	1,549,359		1,467,069	
Shareholders' funds	16	<u>1,549,459</u>		<u>1,467,169</u>	

These abbreviated accounts have been prepared in accordance with the special provisions in section 445(3) of the Companies Act 2006 relating to medium-sized companies

Approved by the Board and authorised for issue on 2 September 2013



L Andrews
Director

Company Registration No. 04384324

DOC CLEANING LIMITED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2013

	£	2013 £	£	2012 £
Net cash inflow from operating activities		523,842		1,095,202
Returns on investments and servicing of finance				
Interest received	6,485		5,892	
Interest paid	(3,133)		(3,395)	
Net cash inflow for returns on investments and servicing of finance		3,352		2,497
Taxation		(204,566)		(225,091)
Capital expenditure				
Payments to acquire tangible assets	(185,149)		(97,880)	
Receipts from sales of tangible assets	11,229		-	
Net cash outflow for capital expenditure		(173,920)		(97,880)
Equity dividends paid		(313,600)		(311,860)
Net cash (outflow)/inflow before management of liquid resources and financing		(164,892)		462,868
Financing				
Purchase of own shares	(150,000)		-	
Capital element of hire purchase contracts	(4,666)		(5,918)	
Net cash outflow from financing		(154,666)		(5,918)
(Decrease)/increase in cash in the year		<u>(319,558)</u>		<u>456,950</u>

DOC CLEANING LIMITED

NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2013

1	Reconciliation of operating profit to net cash inflow from operating activities	2013		2012	
		£		£	
	Operating profit	717,135		831,961	
	Depreciation of tangible assets	67,155		43,917	
	Amortisation of intangible assets	20,000		20,000	
	Loss on disposal of tangible assets	703		-	
	(Increase)/decrease in debtors	(636,595)		96,137	
	Increase in creditors within one year	355,444		103,187	
	Net cash inflow from operating activities	523,842		1,095,202	
2	Analysis of net funds	1 April 2012	Cash flow	Other non-cash changes	31 March 2013
		£	£	£	£
	Net cash				
	Cash at bank and in hand	1,215,200	(319,558)	-	895,642
	Bank deposits	-	-	-	-
	Debt				
	Finance leases	(5,055)	4,666	-	(389)
	Net funds	1,210,145	(314,892)	-	895,253
3	Reconciliation of net cash flow to movement in net funds	2013		2012	
		£		£	
	(Decrease)/increase in cash in the year	(319,558)		456,950	
	Cash outflow from decrease in debt and lease financing	4,666		5,918	
	Movement in net funds in the year	(314,892)		462,868	
	Opening net funds	1,210,145		747,277	
	Closing net funds	895,253		1,210,145	

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated)

1.3 Turnover

Turnover represents amounts receivable for contract cleaning services net of VAT and trade discounts

1.4 Goodwill

Acquired goodwill is written off in equal annual instalments over its estimated useful economic life which the directors consider to be 20 years

1.5 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	25% on written down value
Fixtures, fittings & equipment	25% on written down value & 10% / 20% straight line
Motor vehicles	25% on written down value

1.6 Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period

Rentals payable under operating leases are charged against income on a straight line basis over the lease term

1.7 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

1.8 Deferred taxation

Deferred taxation is provided in full in respect of taxation deferred by timing differences between the treatment of certain items for taxation and accounting purposes. The deferred tax balance has not been discounted

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

2	Operating profit	2013	2012
		£	£
	Operating profit is stated after charging		
	Amortisation of intangible assets	20,000	20,000
	Depreciation of tangible assets	67,155	43,917
	Loss on disposal of tangible assets	703	-
	Operating lease rentals		
	- Plant and machinery	-	3,223
	- Other assets	37,963	35,152
	Auditors' remuneration (including expenses and benefits in kind)	2,000	2,000
		<u>20,000</u>	<u>20,000</u>
3	Investment income	2013	2012
		£	£
	Bank interest	6,485	5,892
		<u>6,485</u>	<u>5,892</u>
4	Interest payable	2013	2012
		£	£
	Hire purchase interest	3,133	3,395
		<u>3,133</u>	<u>3,395</u>

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

5	Taxation	2013 £	2012 £
	Domestic current year tax		
	U K corporation tax	154,946	204,567
	Total current tax	154,946	204,567
	Deferred tax		
	Deferred tax current year charge	19,651	13,224
		174,597	217,791
	Factors affecting the tax charge for the year		
	Profit on ordinary activities before taxation	720,487	834,458
	Profit on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 24 00% (2012 - 26 00%)	172,917	216,959
	Effects of		
	Non deductible expenses	9,297	8,712
	Depreciation add back	20,917	16,618
	Capital allowances	(39,983)	(27,612)
	Other tax adjustments	(8,202)	(10,110)
		(17,971)	(12,392)
	Current tax charge for the year	154,946	204,567
6	Dividends	2013 £	2012 £
	Ordinary interim paid	313,600	311,860

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

7 Intangible fixed assets

	Goodwill £
Cost	
At 1 April 2012 & at 31 March 2013	400,000
Amortisation	
At 1 April 2012	196,667
Charge for the year	20,000
At 31 March 2013	216,667
Net book value	
At 31 March 2013	183,333
At 31 March 2012	203,333

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

8 Tangible fixed assets

	Plant and machinery	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2012	127,215	102,716	142,358	372,289
Additions	84,695	18,317	82,137	185,149
Disposals	-	(3,637)	(23,162)	(26,799)
At 31 March 2013	211,910	117,396	201,333	530,639
Depreciation				
At 1 April 2012	85,655	33,784	66,377	185,816
On disposals	-	(3,497)	(11,370)	(14,867)
Charge for the year	18,107	16,777	32,271	67,155
At 31 March 2013	103,762	47,064	87,278	238,104
Net book value				
At 31 March 2013	108,148	70,332	114,055	292,535
At 31 March 2012	41,560	68,932	75,981	186,473

Included above are assets held under finance leases or hire purchase contracts as follows

	Motor vehicles £
Net book values	
At 31 March 2013	6,890
At 31 March 2012	9,186
Depreciation charge for the year	
At 31 March 2013	2,296
At 31 March 2012	3,060

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

9 Debtors	2013	2012
	£	£
Trade debtors	1,430,188	445,304
Other debtors	168,900	78,558
Prepayments and accrued income	78,800	517,431
	<u>1,677,888</u>	<u>1,041,293</u>
10 Creditors: amounts falling due within one year	2013	2012
	£	£
Net obligations under hire purchase contracts	389	4,666
Trade creditors	492,955	287,092
Corporation tax	154,947	204,567
Other taxes and social security costs	555,513	386,950
Directors' current accounts	-	4,066
Other creditors	49,662	49,662
Accruals and deferred income	188,578	203,494
	<u>1,442,044</u>	<u>1,140,497</u>

The company has an overdraft facility with it's bank. All amounts owing to the bank are secured by a fixed and floating debenture over all of the company's assets, and by personal guarantees made by the directors, L Andrews and D Andrews.

Net obligations under hire purchase contracts are secured over the assets to which they relate.

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

11 Creditors: amounts falling due after more than one year	2013 £	2012 £
Net obligations under hire purchase contracts	-	389
Net obligations under hire purchase contracts are secured over the assets to which they relate		
Net obligations under hire purchase contracts		
Repayable within one year	389	4,666
Repayable between one and five years	-	389
	389	5,055
Included in liabilities falling due within one year	(389)	(4,666)
	-	389

12 Provisions for liabilities

	Deferred tax liability £
Balance at 1 April 2012	38,380
Profit and loss account	19,515
Balance at 31 March 2013	57,895

The deferred tax liability is made up as follows:

	2013 £	2012 £
Accelerated capital allowances	57,895	38,244

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

13 Pension and other post-retirement benefit commitments

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	44,000	70,000

14 Share capital

	2013 £	2012 £
Allotted, called up and fully paid		
48 Ordinary 'A' shares of £1 each	48	98
2 Ordinary 'B' shares of £1 each	2	2
	50	100

During the year the company purchased 50 of its own shares for a consideration of £150,000.

15 Statement of movements on reserves

	Other reserves (see below) £	Profit and loss account £
Balance at 1 April 2012	-	1,467,069
Profit for the year	-	545,890
Purchase of own shares	-	(150,000)
Dividends paid	-	(313,600)
Movement during the year	50	-
Balance at 31 March 2013	50	1,549,359
Other reserves		
Capital redemption reserve		
Capital redemption reserve movement	50	
Balance at 31 March 2013	50	

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

16 Reconciliation of movements in shareholders' funds	2013	2012
	£	£
Profit for the financial year	545,890	616,667
Dividends	(313,600)	(311,860)
	<u>232,290</u>	<u>304,807</u>
Purchase of own shares	(150,000)	-
	<u>82,290</u>	<u>304,807</u>
Net addition to shareholders' funds	82,290	304,807
Opening shareholders' funds	1,467,169	1,162,362
	<u>1,549,459</u>	<u>1,467,169</u>
Closing shareholders' funds	<u>1,549,459</u>	<u>1,467,169</u>

17 Financial commitments

At 31 March 2013 the company was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2014

	Land and buildings	
	2013	2012
	£	£
Operating leases which expire		
Between two and five years	<u>27,200</u>	<u>27,200</u>

18 Directors' remuneration	2013	2012
	£	£
Remuneration for qualifying services	18,482	21,346
Company pension contributions to defined contribution schemes	44,000	70,000
	<u>62,482</u>	<u>91,346</u>

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 2 (2012 - 2)

DOC CLEANING LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

19 Employees

Number of employees

The average monthly number of employees (including directors) during the year was

	2013 Number	2012 Number
Administrative staff	12	10
Management	12	9
Cleaning staff	506	472
	<u>530</u>	<u>491</u>

Employment costs

	2013 £	2012 £
Wages and salaries	5,526,929	4,909,882
Other pension costs	44,000	70,000
	<u>5,570,929</u>	<u>4,979,882</u>