

# Guidebook Limited

Annual Report and Unaudited Financial Statements  
for the Year Ended 31 December 2019

**Guidebook Limited**

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# **Guidebook Limited**

## **Company Information**

<b>Director</b>	Mr Jeffrey Lewis
<b>Registered office</b>	1 Cottesbrooke Park Heartlands Business Park Daventry Northamptonshire NN11 8YL
<b>Accountants</b>	Merryhill Accountancy Services Limited 1 Cottesbrooke Park Heartlands Business Park Daventry Northamptonshire NN11 8YL

# Guidebook Limited

(Registration number: 09093738)  
Balance Sheet as at 31 December 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	<u>4</u>	3,185	8,228
<b>Current assets</b>			
Debtors	<u>5</u>	111,832	151,648
Cash at bank and in hand		94,316	31,406
		<u>206,148</u>	<u>183,054</u>
<b>Creditors: Amounts falling due within one year</b>	<u>6</u>	<u>(41,344)</u>	<u>(58,656)</u>
<b>Net current assets</b>		<u>164,804</u>	<u>124,398</u>
<b>Total assets less current liabilities</b>		167,989	132,626
<b>Provisions for liabilities</b>		<u>(605)</u>	<u>(1,563)</u>
<b>Net assets</b>		<u>167,384</u>	<u>131,063</u>
<b>Capital and reserves</b>			
Called up share capital	<u>7</u>	1,000	1,000
Other reserves		5,886	4,325
Profit and loss account		<u>160,498</u>	<u>125,738</u>
<b>Total equity</b>		<u>167,384</u>	<u>131,063</u>

For the financial year ending 31 December 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's 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 director acknowledges his 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 director on 17 July 2020

The notes on pages 4 to 9 form an integral part of these financial statements.

**Guidebook Limited**

**(Registration number: 09093738)**

**Balance Sheet as at 31 December 2019**

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Mr Jeffrey Lewis  
Director

The notes on pages 4 to 9 form an integral part of these financial statements.  
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# **Guidebook Limited**

## **Notes to the Unaudited Financial Statements for the Year Ended 31 December 2019**

### **1 General information**

The company is incorporated in England. The company's registered number is 09093738.

The address of its registered office is:

1 Cottesbrooke Park  
Heartlands Business Park  
Daventry  
Northamptonshire  
NN11 8YL  
England

### **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.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

#### **Judgements**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. In the Director's opinion there are no significant judgements and no key sources of estimation uncertainty.

#### **Revenue recognition**

Turnover comprises the fair value of the consideration received or receivable for the 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.

## **Guidebook Limited**

### **Notes to the Unaudited Financial Statements for the Year Ended 31 December 2019**

#### **Foreign currency transactions and balances**

Transactions in foreign currencies are initially recorded at the functional currency rate prevailing at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated into the respective functional currency of the entity at the rates prevailing on the reporting period date. Non-monetary items carried at fair value that are denominated in foreign currencies are retranslated at the rate on the date when the fair value is re-measured.

Non-monetary items measured in terms of historical cost in a foreign currency are not retranslated.

#### **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.

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.

#### **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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Furniture and Fittings	20% Straight Line on cost
Office Equipment	33.3% Straight Line on cost

#### **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 merchandise sold or 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.

## **Guidebook Limited**

### **Notes to the Unaudited Financial Statements for the Year Ended 31 December 2019**

#### **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.

#### **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.

#### **Share capital**

Ordinary shares are classified as equity. Equity instruments are measured at the fair value of the cash or other resources received or receivable, net of the direct costs of issuing the equity instruments. If payment is deferred and the time value of money is material, the initial measurement is on a present value basis.

#### **Share Based Payments**

Where the company participates in a share based payment arrangement established by a group company the company takes advantage of the alternative treatment allowed under Section 26 of FRS 102. The company recognises the share-based payment expense based on an allocation of its share of the group's total expense, calculated in proportion to the number of participating employees. The corresponding credit is recognised in retained earnings as a component of equity.

#### **Defined contribution pension obligation**

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.



# Guidebook Limited

## Notes to the Unaudited Financial Statements for the Year Ended 31 December 2019

### 3 Staff numbers

The average number of persons employed by the company (including the director) during the year, was 10 (2018 - 10).

### 4 Tangible assets

	Fixtures and fittings £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 January 2019	7,627	23,020	30,647
Disposals	(220)	(9,296)	(9,516)
At 31 December 2019	7,407	13,724	21,131
<b>Depreciation</b>			
At 1 January 2019	3,845	18,574	22,419
Charge for the year	1,371	2,424	3,795
Eliminated on disposal	(205)	(8,063)	(8,268)
At 31 December 2019	5,011	12,935	17,946
<b>Carrying amount</b>			
At 31 December 2019	2,396	789	3,185
At 31 December 2018	3,782	4,446	8,228

# Guidebook Limited

## Notes to the Unaudited Financial Statements for the Year Ended 31 December 2019

### 5 Debtors

	Note	2019 £	2018 £
Amounts owed by group undertakings and undertakings in which the company has a participating interest		83,224	120,037
Prepayments		14,900	8,273
Other debtors		13,708	23,338
		<u>111,832</u>	<u>151,648</u>

### 6 Creditors

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

	2019 £	2018 £
<b>Due within one year</b>		
Trade creditors	5,263	5,838
Taxation and social security	4,984	15,812
Accruals and deferred income	21,072	27,292
Other creditors	-	985
Income tax liability	10,025	8,729
	<u>41,344</u>	<u>58,656</u>

### 7 Share capital

#### Allotted, called up and fully paid shares

	2019		2018	
	No.	£	No.	£
Ordinary Shares of £1 each	1,000	1,000	1,000	1,000

### 8 Non adjusting events after the financial period

On 11th March 2020 the World Health Organisation announced that coronavirus is a global pandemic. There have been no adjustments to the financial statements as a result because this was not anticipated at the year end. The full impact on the finances of the businesses will not be known for some time. The situation is under continual review and management are following government guidelines with all staff working remotely.

## Guidebook Limited

### Notes to the Unaudited Financial Statements for the Year Ended 31 December 2019

#### 9 Share-Based Payment Transactions

Guidebook Inc, the Company's Parent Company, operates a share option scheme of which UK employees are included. The options are granted with a fixed exercise price, and become exercisable over four years after the date of grant and expire ten years after the date of grant. Grants are made at the discretion of the Board of Directors of Guidebook Inc. As at 31 December 2019 there were 40,500 options that had been granted to employees at various dates with a fair value at that date of \$0.52.

#### 10 Operating Lease Commitment

	2019 £	2018 £
Expiring within one year	70,200	93,600
Later than one year and not later than five years	-	70,200
	<u>70,200</u>	<u>163,800</u>

#### 11 Parent and ultimate parent undertaking

The company's immediate parent is Guidebook, Inc, incorporated in USA.

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.