

Document Management Technology Limited

Annual Report and Unaudited Financial Statements

for the Year Ended 31 May 2020

(Filleled Accounts)

Thompson Jones Business Solutions Limited

Chartered Accountants

2 Heap Bridge

Bury

Lancashire

BL9 7HR

Document Management Technology Limited

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Document Management Technology Limited

Company Information

Directors Mr R Rajasooriyar
Mr L W Wilson

Company secretary Mrs L J Wilson

Registered office 415 Holcombe Road
Greenmount
Bury
Lancashire
BL8 4HB

Solicitors Woodcocks Solicitors
12 Manchester Road
Bury
Gtr Manchester
BL9 0DX

Accountants Thompson Jones Business Solutions Limited
Chartered Accountants
2 Heap Bridge
Bury
Lancashire
BL9 7HR

Document Management Technology Limited

(Registration number: 1799296)
Balance Sheet as at 31 May 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	<u>4</u>	30,662	8,610
Current assets			
Stocks	<u>5</u>	4,293	3,820
Debtors	<u>6</u>	99,603	234,619
Cash at bank and in hand		404,969	302,671
		<u>508,865</u>	<u>541,110</u>
Creditors: Amounts falling due within one year	<u>7</u>	<u>(231,761)</u>	<u>(280,647)</u>
Net current assets		<u>277,104</u>	<u>260,463</u>
Total assets less current liabilities		307,766	269,073
Provisions for liabilities		<u>(1,000)</u>	<u>(1,000)</u>
Net assets		<u>306,766</u>	<u>268,073</u>
Capital and reserves			
Called up share capital		12,898	12,898
Profit and loss account		<u>293,868</u>	<u>255,175</u>
Total equity		<u>306,766</u>	<u>268,073</u>

For the financial year ending 31 May 2020 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.

The notes on pages 4 to 7 form an integral part of these financial statements.

Document Management Technology Limited

(Registration number: 1799296)
Balance Sheet as at 31 May 2020

Approved and authorised by the Board on 8 October 2020 and signed on its behalf by:

.....
Mr R Rajasooriyar
Director

The notes on pages 4 to 7 form an integral part of these financial statements.
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Notes to the Financial Statements for the Year Ended 31 May 2020

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:

415 Holcombe Road
Greenmount
Bury
Lancashire
BL8 4HB

The principal place of business is:

3 The Pavilions
Bridge Hall Lane
Bury
Lancashire
BL9 7NX

These financial statements were authorised for issue by the Board on 8 October 2020.

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.

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.

Document Management Technology Limited

Notes to the Financial Statements for the Year Ended 31 May 2020

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
Fixtures and fittings	15% reducing balance and 33% on cost
Motor vehicles	25% reducing balance

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.

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.

The cost of finished goods and work in progress comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the inventories to their present location and condition. At each reporting date, stocks are assessed for impairment. If stocks are impaired, the carrying amount is reduced to its selling price less costs to complete and sell; the impairment loss is recognised immediately in profit or loss.

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.

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Notes to the Financial Statements for the Year Ended 31 May 2020

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.

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

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.

3 Staff numbers

The average number of persons employed by the company (including directors) during the year, was 11 (2019 - 13).

4 Tangible assets

	Furniture, fittings and equipment £	Motor vehicles £	Total £
Cost or valuation			
At 1 June 2019	38,541	-	38,541
Additions	9,500	19,867	29,367
At 31 May 2020	48,041	19,867	67,908
Depreciation			
At 1 June 2019	29,931	-	29,931
Charge for the year	2,348	4,967	7,315
At 31 May 2020	32,279	4,967	37,246
Carrying amount			
At 31 May 2020	15,762	14,900	30,662
At 31 May 2019	8,610	-	8,610

Document Management Technology Limited

Notes to the Financial Statements for the Year Ended 31 May 2020

5 Stocks

	2020 £	2019 £
Stock	4,293	3,820

6 Debtors

	2020 £	2019 £
Trade debtors	89,616	217,435
Prepayments	9,387	14,325
Other debtors	600	2,859
	99,603	234,619

7 Creditors

Creditors: amounts falling due within one year

	2020 £	2019 £
Due within one year		
Trade creditors	71,407	106,045
Taxation and social security	73,061	53,564
Accruals and deferred income	57,674	81,331
Other creditors	29,619	39,707
	231,761	280,647

8 Non adjusting events after the financial period

Since the year end, COVID-19 has had a significant impact on businesses worldwide. The financial impact on the current business at present is difficult to evaluate. The directors are continuing to monitor, assess and act on the current changing environment in order to position the company to ensure its future success.

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.