

**REGISTERED NUMBER: 08899423 (England and Wales)**

**Unaudited Financial Statements for the Year Ended 28 February 2018**

**for**

**Document Scanning & Data Processing**  
**Limited**

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for the Year Ended 28 February 2018**

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**Company**  
**Information**  
**for the Year Ended 28 February 2018**

**DIRECTORS:**

Mrs K Hill  
Mrs J A Coope  
Miss R Hill

**REGISTERED OFFICE:**

Unit 1  
Ashton Farm  
4 High Street  
Rotherham  
S66 7AL

**REGISTERED NUMBER:**

08899423 (England and Wales)

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**Balance Sheet**  
**28 February 2018**

	Notes	28.2.18 £	£	28.2.17 £	£
<b>FIXED ASSETS</b>					
Tangible assets	4		998		1,308
<b>CURRENT ASSETS</b>					
Debtors	5	14,590		13,587	
Cash at bank		<u>964</u>		<u>1,793</u>	
		15,554		15,380	
<b>CREDITORS</b>					
Amounts falling due within one year	6	<u>16,899</u>		<u>10,306</u>	
<b>NET CURRENT (LIABILITIES)/ASSETS</b>			<u>(1,345)</u>		<u>5,074</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			(347)		6,382
<b>PROVISIONS FOR LIABILITIES</b>			<u>249</u>		<u>262</u>
<b>NET (LIABILITIES)/ASSETS</b>			<u><u>(596)</u></u>		<u><u>6,120</u></u>
<b>CAPITAL AND RESERVES</b>					
Called up share capital	8		100		100
Retained earnings	9		<u>(696)</u>		<u>6,020</u>
<b>SHAREHOLDERS' FUNDS</b>			<u><u>(596)</u></u>		<u><u>6,120</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 28 February 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 28 February 2018 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 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.
- (b)

The financial statements have been prepared and delivered in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

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 on 20 April 2018 and were signed on its behalf by:

Mrs K Hill - Director

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**Notes to the Financial Statements  
for the Year Ended 28 February 2018**

**1. STATUTORY INFORMATION**

Document Scanning & Data Processing 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.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

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

**Turnover**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

**Tangible fixed assets**

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

Plant and machinery etc - 15% on cost

**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.

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

**Going concern**

At the year end the company had net liabilities of £596. However, the director confirmed that it remains appropriate to prepare the accounts on a going concern basis due to the continued financial support from the

company's creditors.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 3 (2017 - 3 ) .

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**Notes to the Financial Statements - continued**  
**for the Year Ended 28 February 2018**

**4. TANGIBLE FIXED ASSETS**

Plant and  
machinery  
etc  
£

**COST**

At 1 March 2017  
and 28 February 2018

1,932

**DEPRECIATION**

At 1 March 2017

624

Charge for year

310

At 28 February 2018

934

**NET BOOK VALUE**

At 28 February 2018

998

At 28 February 2017

1,308

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

	28.2.18 £	28.2.17 £
Trade debtors	14,237	13,500
Other debtors	<u>353</u>	<u>87</u>
	<u><u>14,590</u></u>	<u><u>13,587</u></u>

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

	28.2.18 £	28.2.17 £
Trade creditors	353	100
Taxation and social security	5,243	6,796
Other creditors	<u>11,303</u>	<u>3,410</u>
	<u><u>16,899</u></u>	<u><u>10,306</u></u>

**7. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	28.2.18 £	28.2.17 £
Within one year	<u>-</u>	<u><u>5,400</u></u>

**8. CALLED UP SHARE CAPITAL**

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	28.2.18 £	28.2.17 £
100	Ordinary	£1	<u><u>100</u></u>	<u><u>100</u></u>

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**Notes to the Financial Statements - continued**  
**for the Year Ended 28 February 2018**

**9. RESERVES**

Retained  
earnings  
£

At 1 March 2017	6,020
Deficit for the year	(1,716)
Dividends	<u>(5,000)</u>
At 28 February 2018	<u>(696)</u>