

UK Document Management Limited

Abbreviated Accounts

29 February 2016

UK Document Management Limited
Registered number: 06014887
Abbreviated Balance Sheet
as at 29 February 2016

	Notes	2016 £	2015 £
Fixed assets			
Tangible assets	2	21,245	22,245
Current assets			
Stocks		-	6,000
Debtors	150,135	99,712	
Cash at bank and in hand	-	2,906	
	150,135	108,618	
Creditors: amounts falling due within one year	(157,034)	(87,080)	
Net current (liabilities)/assets		(6,899)	21,538
Total assets less current liabilities		14,346	43,783
Creditors: amounts falling due after more than one year		(12,632)	(42,344)
Net assets		1,714	1,439
Capital and reserves			
Called up share capital	3	200	200
Profit and loss account		1,514	1,239
Shareholders' funds		1,714	1,439

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Paul Hitchen

Director

Approved by the board on 23 August 2016

UK Document Management Limited

Notes to the Abbreviated Accounts

for the year ended 29 February 2016

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery	20% straight line
Motor vehicles	25% straight line

Stocks

Stock is valued at the lower of cost and net realisable value.

Deferred taxation

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2 Tangible fixed assets £

Cost

At 1 March 2015	50,551
At 29 February 2016	<u>50,551</u>

Depreciation

At 1 March 2015	28,306
Charge for the year	1,000
At 29 February 2016	<u>29,306</u>

Net book value

At 29 February 2016	21,245
At 28 February 2015	<u>22,245</u>

3 Share capital	Nominal value	2016 Number	2016 £	2015 £
Allotted, called up and fully paid:				
Ordinary shares	£1 each	-	<u>200</u>	<u>200</u>
	Nominal value	Number	Amount £	
Shares issued during the period:				
Ordinary shares	£1 each	-	<u>200</u>	