

REGISTERED NUMBER: 02959142 (England and Wales)

Strategic Report, Report of the Directors and
Financial Statements
for the Year Ended 31 December 2020
for
Port-P Limited



Port-P Limited (Registered number: 02959142)

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for the Year Ended 31 December 2020**

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Port-P Limited
Company Information
for the Year Ended 31 December 2020

DIRECTORS: M Paget
A Harte

SECRETARY: TWP (Company Secretary) Limited

REGISTERED OFFICE: 41 Weoley Hill
Selly Oak
Birmingham
B29 4AB

REGISTERED NUMBER: 02959142 (England and Wales)

AUDITORS: Mitten Clarke Audit Limited
Statutory Auditors
The Glades
Festival Way
Stoke on Trent
Staffordshire
ST1 5SQ

**Strategic Report
for the Year Ended 31 December 2020**

We seek to present a balanced and comprehensive review of our business financial performance and position. This review is consistent with the size and non-complex nature of our business model with the aim to account for the risks and uncertainties we face.

The company supplies IT solutions and products, either on-premise, in the cloud, or a combination of both that make our clients businesses work better. We serve several hundred clients across the UK, providing traditional on-premise server, storage and networking solutions as well as evaluating how existing applications can benefit by being migrated to the cloud.

BUSINESS REVIEW

2020 saw a continuation of our drive towards annuity and service business while maintaining a focus on engineered technical solutions. This continued strategy resulted in an increase in our overall gross margin and net profit to our strongest ever level. The net cash position of the company, including the invoice discounting account, has increased by £633,420 (2019: £236,018 increase).

PRINCIPAL RISKS AND UNCERTAINTIES

Due to the non-complex nature of our business we face relatively low level of risk. Risks and uncertainties concerned with market and competition is mitigated in many ways including investment in our systems, people and bespoke solutions offering. A continued focus on services and sector leading client experience differentiates us from many competitors.

While it is acknowledged that uncertainty over Coronavirus and Brexit remain, as a provider of cloud solutions that enable remote working, we believe that our services will remain in demand. Financial risk is also mitigated by our policy of insuring our client debts via a third-party insurer who offer protection in the event of customer failure.

FINANCIAL INSTRUMENT RISK

Credit risk

The company manages its trade debtors and trade creditors to ensure that sufficient cash is available to meet operational need. During restrictions in place due to the Coronavirus, trade debtors and trade creditors will continue to be closely monitored. In addition, trade debtors remain insured via a third-party insurer, thus offering protection in the event of customer failure.

Liquidity risk

The company funds its working capital needs through the generation and retention of profits and through the use of traditional banking facilities. The net cash position of the company, including the invoice discounting account, has increased by £633,420 (2019: £236,018 increase).


FINANCIAL KEY PERFORMANCE INDICATORS

The company achieved a turnover of £11,286,380 (2019: £11,446,279), a gross profit of £1,793,304 (2019: £1,704,604) and a gross profit margin of 15.89% (2019: 14.89%).

FUTURE DEVELOPMENTS

2021 will see a continuation of strategy described above with the emphasis put on increasing our market share by strengthening relationships with our existing clients, acquiring new customers and developing our team towards delivering full service plus support solutions based on purchase and annuity models. Broadly speaking our aim for the future is to continue to listen to our customers and respond to their needs accordingly.

ON BEHALF OF THE BOARD:


.....
A Harte - Director

Date: 22/3/21
.....

Port-P Limited (Registered number: 02959142)

Report of the Directors
for the Year Ended 31 December 2020

The directors present their report with the financial statements of the company for the year ended 31 December 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the supply of IT solutions and products.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 January 2020 to the date of this report.

M Paget
A Harte

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Strategic Report, the Report of the Directors 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 AS TO DISCLOSURE OF INFORMATION TO AUDITORS


So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

Mitten Clarke Audit Limited, has indicated its willingness to continue in office and will be proposed for re-appointment in accordance with section 485 Companies Act 2006.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:


.....
A Harte - Director

Date: 22/3/21.....

**Report of the Independent Auditors to the Members of
Port-P Limited**

Opinion

We have audited the financial statements of Port-P Limited (the 'company') for the year ended 31 December 2020 which comprise the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2020 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The directors are responsible for the other information. The other information comprises the information in the Strategic Report and the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Strategic Report and the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and the Report of the Directors have been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of
Port-P Limited**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report or the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Report of the Directors.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page three, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including legislation such as the Companies Act 2006, taxation legislation, data protection, employment, and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations through making enquiries of management and reviewing legal and professional fee invoices.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Report of the Independent Auditors to the Members of
Port-P Limited

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries posted during the period and at the period end to identify unusual transactions;
- investigated the rationale behind significant or unusual transactions; and
- performed walkthrough tests on major transaction cycles and performed specific controls testing on the revenue cycle.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- enquiring of management as to actual and potential litigation and claims;
- reviewing correspondence with HMRC;
- reviewing legal and professional fees incurred during the period to identify any potential indications of non-compliance with laws and regulations.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors 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 and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mitten Clarke Audit Limited

Lindsey Shepherd (Senior Statutory Auditor)
for and on behalf of Mitten Clarke Audit Limited
Statutory Auditors
The Glades
Festival Way
Stoke on Trent
Staffordshire
ST1 5SQ

Date: 29.03.21

Port-P Limited (Registered number: 02959142)

Statement of Comprehensive Income
for the Year Ended 31 December 2020

	2020 £	2019 £
TURNOVER	11,286,380	11,446,279
Cost of sales	(9,493,076)	(9,741,675)
GROSS PROFIT	<u>1,793,304</u>	<u>1,704,604</u>
Distribution costs	(329,746)	(377,409)
Administrative expenses	(530,623)	(676,698)
	<u>932,935</u>	<u>650,497</u>
Other operating income	36,260	-
OPERATING PROFIT	<u>969,195</u>	<u>650,497</u>
Interest receivable and similar income	-	624
	<u>969,195</u>	<u>651,121</u>
Interest payable and similar expenses	(12,412)	(22,532)
PROFIT BEFORE TAXATION	<u>956,783</u>	<u>628,589</u>
Tax on profit	(184,593)	(122,196)
PROFIT FOR THE FINANCIAL YEAR	<u><u>772,190</u></u>	<u><u>506,393</u></u>

The notes form part of these financial statements


Port-P Limited (Registered number: 02959142)

Statement of Financial Position
31 December 2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Intangible assets	4	19,941	43,874
Tangible assets	5	16,427	24,447
		<u>36,368</u>	<u>68,321</u>
CURRENT ASSETS			
Stocks		8,587	158,635
Debtors	6	2,680,673	2,465,878
Cash at bank		107,781	44,812
		<u>2,797,041</u>	<u>2,669,325</u>
CREDITORS			
Amounts falling due within one year	7	(1,456,318)	(1,491,651)
		<u>1,340,723</u>	<u>1,177,674</u>
NET CURRENT ASSETS			
		<u>1,377,091</u>	<u>1,245,995</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>1,377,091</u>	<u>1,245,995</u>
CAPITAL AND RESERVES			
Called up share capital		5,250	5,250
Share premium		975	975
Capital redemption reserve		5,000	5,000
Retained earnings		1,365,866	1,234,770
		<u>1,377,091</u>	<u>1,245,995</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 22/3/21 and were signed on its behalf by:


A Harte - Director

The notes form part of these financial statements

Port-P Limited (Registered number: 02959142)

Statement of Changes in Equity
for the Year Ended 31 December 2020

	Called up share capital £	Retained earnings £	Share premium £	Capital redemption reserve £	Total equity £
Balance at 1 January 2019	5,250	1,248,377	975	5,000	1,259,602
Changes in equity					
Dividends	-	(520,000)	-	-	(520,000)
Total comprehensive income	-	506,393	-	-	506,393
Balance at 31 December 2019	<u>5,250</u>	<u>1,234,770</u>	<u>975</u>	<u>5,000</u>	<u>1,245,995</u>
Changes in equity					
Dividends	-	(641,094)	-	-	(641,094)
Total comprehensive income	-	772,190	-	-	772,190
Balance at 31 December 2020	<u>5,250</u>	<u>1,365,866</u>	<u>975</u>	<u>5,000</u>	<u>1,377,091</u>

The notes form part of these financial statements

Port-P Limited (Registered number: 02959142)

**Notes to the Financial Statements
for the Year Ended 31 December 2020**

1. STATUTORY INFORMATION

Port-P 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.

The presentation currency of the financial statements is the Pound Sterling (£).

The principal place of business address is Suite 1A, First Floor, Livery Place, 35 Livery Street, Birmingham, West Midlands, B3 2PB.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

The financial statements cover the company as an individual entity and are presented in Pounds Sterling (£) being the functional currency.

The financial statements have been prepared on a going concern basis on the assumption that the company has adequate resources to continue in operational existence for the foreseeable future. The directors have made this assessment with regard to the company's current and expected performance.

Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Sale of goods

Revenue from the sale of goods is recognised when all of the following conditions are satisfied:

- the Company has transferred the significant risks and rewards of ownership to the buyer;
- the Company retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the transaction; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

2. ACCOUNTING POLICIES - continued

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- it is probable that the Company will receive the consideration due under the transaction

Intangible assets

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined which is the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

Amortisation is provided on the following bases:

Software - straight line over the life of the associated license

Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined which is the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

The Company adds to the carrying amount of an item of fixed assets the cost of replacing part of such an item when that cost is incurred, if the replacement part is expected to provide incremental future benefits to the Company. The carrying amount of the replaced part is derecognised. Repairs and maintenance are charged to profit or loss during the period in which they are incurred.

Depreciation is provided on the following bases:

Furniture and equipment - straight line over 1-5 years

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Comprehensive Income.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

2. ACCOUNTING POLICIES - continued

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Financial instruments

Financial assets and financial liabilities are recognised when the company becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

(i) Financial assets and liabilities

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the company intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Debt instruments which meet the conditions for basic financial instruments set out by the FRC in 'Amendments to FRS102: Basic Financial Instruments and Hedge Accounting' are subsequently measured at amortised cost using the effective interest method.

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet these conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

Financial assets are derecognised when and only when (a) the contractual rights to the cash flows from the financial asset expire or are settled, (b) the company transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or (c) the company, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

At the end of each reporting period financial assets measured at amortised cost are assessed for objective evidence of impairment. If an asset is impaired the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been had the impairment not previously been recognised. The impairment reversal is recognised in profit or loss.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

2. ACCOUNTING POLICIES - continued

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Statement of Comprehensive Income, 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 statement of financial position date.

Pension costs and other post-retirement benefits

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the Statement of Comprehensive Income when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

Debtors and creditors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

Dividends

Equity dividends are recognised when they become legally payable. Interim equity dividends are recognised when paid. Final equity dividends are recognised when approved by the shareholders at an annual general meeting.

Operating leases: the Company as lessee

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

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 15 (2019 - 16).

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

4.	INTANGIBLE FIXED ASSETS		Computer software £
	COST		
	At 1 January 2020 and 31 December 2020		110,559
	AMORTISATION		
	At 1 January 2020		66,685
	Amortisation for year		23,933
	At 31 December 2020		90,618
	NET BOOK VALUE		
	At 31 December 2020		19,941
	At 31 December 2019		43,874
5.	TANGIBLE FIXED ASSETS		Furniture and equipment £
	COST		
	At 1 January 2020		278,182
	Additions		21,106
	Disposals		(13,759)
	At 31 December 2020		285,529
	DEPRECIATION		
	At 1 January 2020		253,735
	Charge for year		20,540
	Eliminated on disposal		(5,173)
	At 31 December 2020		269,102
	NET BOOK VALUE		
	At 31 December 2020		16,427
	At 31 December 2019		24,447
6.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2020	2019
		£	£
	Trade debtors	1,079,616	827,023
	Amounts owed by group undertakings	1,566,277	1,572,013
	Other debtors	8,353	34,271
	Prepayments and accrued income	26,427	32,571
		<u>2,680,673</u>	<u>2,465,878</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Bank overdrafts	-	570,451
Trade creditors	1,021,863	636,675
Tax	184,607	122,196
Social security and other taxes	15,288	34,711
VAT	221,400	94,187
Other creditors	9,377	4,528
Accruals and deferred income	3,783	28,903
	<u>1,456,318</u>	<u>1,491,651</u>

8. LEASING AGREEMENTS

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

	2020	2019
	£	£
Within one year	24,576	27,273
Between one and five years	17,758	41,510
	<u>42,334</u>	<u>68,783</u>

Operating lease payments recognised as an expense during the year was £27,299 (2019: £27,273).

9. SECURED DEBTS

The following secured debts are included within creditors:

	2020	2019
	£	£
Invoice discounting account	-	570,451
	<u>-</u>	<u>570,451</u>

The invoice discounting account is secured by an all assets debenture over the company assets.

10. PENSION COMMITMENTS

The Company operates a defined contributions 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 and amounted to £6,781 (2019 - £7,024). At the current and prior period balance sheet dates there were no contributions payable to the fund and included in creditors.

11. DIRECTORS' ADVANCES, CREDITS AND GUARANTEES

During the year ended 31 December 2020 advances of £99,923 (2019: £252,557) were made to directors. All amounts advanced were repaid during the year.

Interest was charged on the directors loans during the period of £199 (2019: £624) at a rate of 2.5%. All advances were unsecured and repayable on demand.

12. RELATED PARTY DISCLOSURES

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned group companies.

Port-P Limited (Registered number: 02959142)

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13. CONTROLLING PARTY

The company is a 100% owned subsidiary of PBP Holdings Limited. The holding company prepares consolidated financial statements as at 31 December 2020 and these financial statements may be obtained from 41 Weoley Hill, Selly Oak, Birmingham, England, B29 4AB.