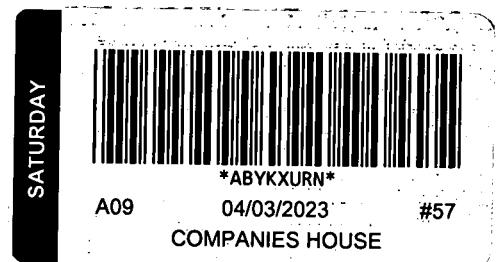


**DOCUMATION SOFTWARE LIMITED**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 JUNE 2022**  
**PAGES FOR FILING WITH REGISTRAR**



**DOCUMATION SOFTWARE LIMITED****STATEMENT OF FINANCIAL POSITION****AS AT 30 JUNE 2022**

|                                                                | Notes | 2022<br>£        | £ | 2021<br>£        | £ |
|----------------------------------------------------------------|-------|------------------|---|------------------|---|
| <b>Fixed assets</b>                                            |       |                  |   |                  |   |
| Intangible assets                                              | 4     | 1,919,574        |   | 1,870,485        |   |
| Tangible assets                                                | 5     | 123,373          |   | 128,876          |   |
|                                                                |       | <u>2,042,947</u> |   | <u>1,999,361</u> |   |
| <b>Current assets</b>                                          |       |                  |   |                  |   |
| Debtors                                                        | 6     | 672,193          |   | 750,338          |   |
| Cash at bank and in hand                                       |       | 35,907           |   | -                |   |
|                                                                |       | <u>708,100</u>   |   | <u>750,338</u>   |   |
| <b>Creditors: amounts falling due within one year</b>          | 7     | <u>(388,748)</u> |   | <u>(648,609)</u> |   |
| <b>Net current assets</b>                                      |       | <u>319,352</u>   |   | <u>101,729</u>   |   |
| <b>Total assets less current liabilities</b>                   |       | <u>2,362,299</u> |   | <u>2,101,090</u> |   |
| <b>Creditors: amounts falling due after more than one year</b> | 8     | (438,718)        |   | (346,293)        |   |
| <b>Provisions for liabilities</b>                              | 9     | (288,951)        |   | (305,669)        |   |
| <b>Deferred income</b>                                         | 10    | (1,038,463)      |   | (873,045)        |   |
| <b>Net assets</b>                                              |       | <u>596,167</u>   |   | <u>576,083</u>   |   |
| <b>Capital and reserves</b>                                    |       |                  |   |                  |   |
| Called up share capital                                        |       | 100              |   | 100              |   |
| Profit and loss reserves                                       |       | 596,067          |   | 575,983          |   |
| <b>Total equity</b>                                            |       | <u>596,167</u>   |   | <u>576,083</u>   |   |

The director of the company has elected not to include a copy of the income statement within the financial statements.

For the financial year ended 30 June 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

**DOCUMATION SOFTWARE LIMITED**

**STATEMENT OF FINANCIAL POSITION (CONTINUED)**

**AS AT 30 JUNE 2022**

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The financial statements were approved and signed by the director and authorised for issue on 01/03/23 .....

W J Wallace

.....  
W J Wallace  
Director

# DOCUMATION SOFTWARE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

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### 1 Accounting policies

#### Company information

Documation Software Limited is a private company limited by shares and is registered and incorporated in England and Wales. The registered office is Parkway Business Centre, Campbell Road, Eastleigh, Hampshire, SO50 5AD.

#### Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### Going concern

These accounts are prepared on the going concern basis. The director has a reasonable expectation that the company will continue in operational existence for the foreseeable future. The director has also assessed the impact of the continuing COVID-19 pandemic on the future outlook for the business. Given the current levels of trading and future forecasts, the director believes that the going concern basis continues to be appropriate in preparing the financial statements.

#### Turnover

Turnover is recognised at the fair value of the consideration received for services sold during the year, less returns received, at selling price exclusive of VAT, for systems implementation and maintenance in the normal course of business.

#### Research and development expenditure

Research expenditure is written off against profits in the year in which it is incurred. Identifiable development expenditure is capitalised to the extent that the technical, commercial and financial feasibility can be demonstrated.

#### Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost less accumulated amortisation and accumulated impairment losses.

Amortisation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

|                       |                      |
|-----------------------|----------------------|
| Intellectual property | 12% reducing balance |
|-----------------------|----------------------|

# DOCUMENTATION SOFTWARE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

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### 1 Accounting policies (Continued)

#### **Tangible fixed assets**

Tangible fixed assets are initially measured at cost net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

|                    |                      |
|--------------------|----------------------|
| Office equipment   | 25% reducing balance |
| Computer equipment | 25% reducing balance |
| Motor vehicles     | 25% reducing balance |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

#### **Impairment of fixed assets**

At each reporting period end date, the company reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **Cash and cash equivalents**

Cash and cash equivalents are basic financial instruments and include cash in hand and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **Financial instruments**

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include trade and other debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the financial asset is measured at the present value of the future receipts discounted at a market rate of interest.

#### **Classification of financial liabilities**

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.

#### **Basic financial liabilities**

Basic financial liabilities, including trade and other creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

# DOCUMENTATION SOFTWARE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

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### 1 Accounting policies (Continued)

#### Equity instruments

Equity instruments issued by the company are recorded at the fair value of proceeds received, net of transaction costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

#### Taxation

The tax expense represents the sum of the current tax expense and deferred tax expense. Current tax assets are recognised when tax paid exceeds the tax payable.

Current and deferred tax is charged or credited to profit or loss, except when it relates to items charged or credited to other comprehensive income or equity, when the tax follows the transaction or event it relates to and is also charged or credited to other comprehensive income, or equity.

Current tax assets and current tax liabilities and deferred tax assets and deferred tax liabilities are offset, if and only if, there is a legally enforceable right to set off the amounts and the entity intends either to settle on the net basis or to realise the asset and settle the liability simultaneously.

Current tax is based on taxable profit for the year. Current tax assets and liabilities are measured using tax rates that have been enacted or substantively enacted by the reporting date.

Deferred tax is calculated at the tax rates that are expected to apply to the period when the asset is realised or the liability is settled based on tax rates that have been enacted or substantively enacted by the reporting date.

Deferred tax liabilities are recognised in respect of all timing differences that exist at the reporting date. Timing differences are differences between taxable profits and total comprehensive income that arise from the inclusion of income and expenses in tax assessments in different periods from their recognition in the financial statements. Deferred tax assets are recognised only to the extent that it is probable that they will be recovered by the reversal of deferred tax liabilities or other future taxable profits.

#### Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the statement of financial position as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to profit or loss so as to produce a constant periodic rate of interest on the remaining balance of the liability.

#### Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

### 2 Employees

Wages and salaries are made up of recharges from a company under common control only and therefore the average monthly number of persons (including directors) employed by the company during the year was nil (2021 - nil).

# DOCUMENTATION SOFTWARE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

### 3 Dividends

|            | 2022<br>£ | 2021<br>£ |
|------------|-----------|-----------|
| Final paid | 103,800   | 79,618    |

### 4 Intangible fixed assets

|                                    | Intellectual<br>property<br>£ |
|------------------------------------|-------------------------------|
| <b>Cost</b>                        |                               |
| At 1 July 2021                     | 4,551,387                     |
| Additions - internally developed   | 273,547                       |
| At 30 June 2022                    | 4,824,934                     |
| <b>Amortisation and impairment</b> |                               |
| At 1 July 2021                     | 2,680,902                     |
| Amortisation charged for the year  | 224,458                       |
| At 30 June 2022                    | 2,905,360                     |
| <b>Carrying amount</b>             |                               |
| At 30 June 2022                    | 1,919,574                     |
| At 30 June 2021                    | 1,870,485                     |

### 5 Tangible fixed assets

|                                    | Office<br>equipment<br>£ | Computer<br>equipment<br>£ | Motor<br>vehicles<br>£ | Total<br>£ |
|------------------------------------|--------------------------|----------------------------|------------------------|------------|
| <b>Cost</b>                        |                          |                            |                        |            |
| At 1 July 2021                     | 17,185                   | 474,993                    | 68,941                 | 561,119    |
| Additions                          | -                        | 28,373                     | -                      | 28,373     |
| At 30 June 2022                    | 17,185                   | 503,366                    | 68,941                 | 589,492    |
| <b>Depreciation and impairment</b> |                          |                            |                        |            |
| At 1 July 2021                     | 13,477                   | 374,698                    | 44,068                 | 432,243    |
| Depreciation charged in the year   | 928                      | 26,729                     | 6,219                  | 33,876     |
| At 30 June 2022                    | 14,405                   | 401,427                    | 50,287                 | 466,119    |
| <b>Carrying amount</b>             |                          |                            |                        |            |
| At 30 June 2022                    | 2,780                    | 101,939                    | 18,654                 | 123,373    |
| At 30 June 2021                    | 3,708                    | 100,295                    | 24,873                 | 128,876    |

# **DOCUMATION SOFTWARE LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 30 JUNE 2022**

### **6 Debtors**

|                                             | <b>2022</b>    | <b>2021</b>    |
|---------------------------------------------|----------------|----------------|
|                                             | <b>£</b>       | <b>£</b>       |
| <b>Amounts falling due within one year:</b> |                |                |
| Trade debtors                               | 253,460        | 316,755        |
| Corporation tax recoverable                 | 869            | 10,922         |
| Other debtors                               | 417,864        | 422,661        |
|                                             | <u>672,193</u> | <u>750,338</u> |

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

|                              | <b>2022</b>    | <b>2021</b>    |
|------------------------------|----------------|----------------|
|                              | <b>£</b>       | <b>£</b>       |
| Bank loans and overdrafts    | 9,724          | 125,618        |
| Trade creditors              | 53,633         | 111,435        |
| Taxation and social security | 151,828        | 194,301        |
| Other creditors              | 173,563        | 217,255        |
|                              | <u>388,748</u> | <u>648,609</u> |

Bank overdrafts are secured with a floating charge over the assets of the company. Included within other creditors is £34,348 (2021 - £48,981) relating to finance lease agreements which are secured over the assets of the company.

### **8 Creditors: amounts falling due after more than one year**

|                           | <b>2022</b>    | <b>2021</b>    |
|---------------------------|----------------|----------------|
|                           | <b>£</b>       | <b>£</b>       |
| Bank loans and overdrafts | 115,984        | 41,311         |
| Other creditors           | 322,734        | 304,982        |
|                           | <u>438,718</u> | <u>346,293</u> |

Included within other creditors is £20,553 (2021 - £26,990) relating to finance lease agreements which are secured over the assets of the company.

Included within other creditors is £100,000 (2021 - £100,000) of preference shares. These are redeemable at par at the discretion of the holder and entitle the holder to fixed cumulative interest at base rate plus 4%. (2021 - 4%).

### **9 Provisions for liabilities**

|                          | <b>2022</b>    | <b>2021</b>    |
|--------------------------|----------------|----------------|
|                          | <b>£</b>       | <b>£</b>       |
| Deferred tax liabilities | <u>288,951</u> | <u>305,669</u> |



# DOCUMATION SOFTWARE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

### 10 Deferred income

|                       | 2022<br>£ | 2021<br>£ |
|-----------------------|-----------|-----------|
| Other deferred income | 1,038,463 | 873,045   |

Deferred income relates to deferred management charges which have been paid for in advance by customers and are not refundable. It represents guaranteed future income for agreed maintenance work.

### 11 Related party transactions

#### Transactions with related parties

During the year the company entered into the following transactions with related parties:

|                               | Management charges paid |           |
|-------------------------------|-------------------------|-----------|
|                               | 2022<br>£               | 2021<br>£ |
| Entities under common control | 1,812,250               | 1,758,500 |

The following amounts were outstanding at the reporting end date:

|                                | 2022<br>£ | 2021<br>£ |
|--------------------------------|-----------|-----------|
| Amounts due to related parties |           |           |
| Entities under common control  | 72,214    | 77,618    |

### 12 Directors' transactions

At the year end, the company owed £nil (2021 - £2,490) to the company director and shareholder. The movement includes money loaned to the company of £125,000 (2021 - £30,000), dividends adjustment of £4,935 (2021 - £nil) and loan repayments of £132,425 (2021 - £96,125). Interest was paid on the loan of £2,730 (2021 - £13,039). This amount is included in other creditors falling due after more than one year.

During the year the company paid finance charges on preference shares of £4,000 (2021 - £4,000) to the director.

Two company loans are secured by a personal guarantee provided by the director for the amount of £237,567 (2021 - £247,392).