

REGISTERED NUMBER: 02739147 (England and Wales)

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018
FOR
JETFORM SERVICES LIMITED**

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FOR THE YEAR ENDED 31 JANUARY 2018**

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JETFORM SERVICES LIMITED
COMPANY INFORMATION
FOR THE YEAR ENDED 31 JANUARY 2018

DIRECTORS:	R J Thorogood T J Wakefield R Wakefield K Saunders
SECRETARY:	R J Thorogood
REGISTERED OFFICE:	5 Repton Court Burnt Mills Industrial Estate Basildon Essex SS13 1LN
REGISTERED NUMBER:	02739147 (England and Wales)
ACCOUNTANTS:	Richard Edwards Group LLP Chartered Certified Accountants The Maltings Rosemary Lane Halstead Essex CO9 1HZ

BALANCE SHEET
31 JANUARY 2018

	Notes	2018 £	£	2017 £	£
FIXED ASSETS					
Tangible assets	4		155,811		138,289
CURRENT ASSETS					
Stocks		61,081		62,057	
Debtors	5	329,699		465,617	
Cash at bank and in hand		<u>805,282</u>		<u>540,351</u>	
		1,196,062		1,068,025	
CREDITORS					
Amounts falling due within one year	6	<u>310,623</u>		<u>288,910</u>	
NET CURRENT ASSETS			<u>885,439</u>		<u>779,115</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,041,250</u>		<u>917,404</u>
PROVISIONS FOR LIABILITIES			<u>28,926</u>		<u>25,214</u>
NET ASSETS			<u><u>1,012,324</u></u>		<u><u>892,190</u></u>
CAPITAL AND RESERVES					
Called up share capital			15,306		15,306
Share premium			2,694		2,694
Retained earnings			<u>994,324</u>		<u>874,190</u>
SHAREHOLDERS' FUNDS			<u><u>1,012,324</u></u>		<u><u>892,190</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 January 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 January 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)

BALANCE SHEET - continued
31 JANUARY 2018

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 23 April 2018 and were signed on its behalf by:

R Wakefield - Director

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018**

1. STATUTORY INFORMATION

Jetform Services 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

The company's turnover represents the value, excluding value added tax, of goods and services supplied to customers during the year.

Tangible fixed assets

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

Improvements to property	- 25% on cost and 10% on cost
Plant and equipment	- 25% on cost
Office equipment	- 20% on cost and 15% on cost
Motor vehicles	- 25% on cost

Stocks

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

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.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JANUARY 2018

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 27 (2017 - 15) .

4. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and equipment £	Office equipment £	Motor vehicles £	Totals £
COST					
At 1 February 2017	59,807	14,785	43,258	214,140	331,990
Additions	-	-	1,729	81,143	82,872
Disposals	-	-	-	(36,920)	(36,920)
At 31 January 2018	<u>59,807</u>	<u>14,785</u>	<u>44,987</u>	<u>258,363</u>	<u>377,942</u>
DEPRECIATION					
At 1 February 2017	21,425	14,785	32,187	125,304	193,701
Charge for year	5,354	-	3,626	44,050	53,030
Eliminated on disposal	-	-	-	(24,600)	(24,600)
At 31 January 2018	<u>26,779</u>	<u>14,785</u>	<u>35,813</u>	<u>144,754</u>	<u>222,131</u>
NET BOOK VALUE					
At 31 January 2018	<u>33,028</u>	<u>-</u>	<u>9,174</u>	<u>113,609</u>	<u>155,811</u>
At 31 January 2017	<u>38,382</u>	<u>-</u>	<u>11,071</u>	<u>88,836</u>	<u>138,289</u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade debtors	290,676	318,138
Other debtors	<u>39,023</u>	<u>147,479</u>
	<u>329,699</u>	<u>465,617</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade creditors	129,579	129,595
Taxation and social security	79,973	88,369
Other creditors	<u>101,071</u>	<u>70,946</u>
	<u>310,623</u>	<u>288,910</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JANUARY 2018

7. LEASING AGREEMENTS

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

	2018	2017
	£	£
Within one year	22,500	22,500
Between one and five years	-	22,500
	<u>22,500</u>	<u>45,000</u>

8. DIRECTORS' ADVANCES, CREDITS AND GUARANTEES

The following advances and credits to a director subsisted during the years ended 31 January 2018 and 31 January 2017:

	2018	2017
	£	£
R Wakefield		
Balance outstanding at start of year	3,514	3,514
Amounts advanced	58,140	46,410
Amounts repaid	(58,140)	(46,410)
Amounts written off	-	-
Amounts waived	-	-
Balance outstanding at end of year	<u>3,514</u>	<u>3,514</u>

Loans to directors are interest free and repayable on demand.

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.