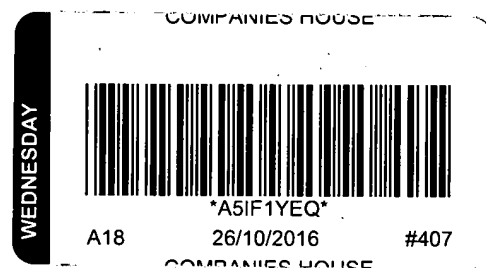


Registered No: 2779805

**WATERLOW INFORMATION SERVICES LIMITED**

Directors' Report and Financial Statements

for the year ended 30 June 2016



## **WATERLOW INFORMATION SERVICES LIMITED**

### **Directors' Report for the year ended 30 June 2016**

The directors present their annual report and financial statements for the year ended 30 June 2016.

#### **Principal activity and future developments**

The company is dormant and has not traded during the year or subsequent to the year end and for the foreseeable future.

#### **Going concern**

The company has net liabilities of £26,054 (2015: £26,054). The ultimate parent has stated its intention to provide necessary financial support and accordingly the directors have prepared the financial statements on a going concern basis.

#### **Directors**

The following persons served as directors during the year:

P Ros (Appointed 29 April 2016)  
A M Foye  
L A Wake (Resigned 29 April 2016)

This report was approved by the board on 23 September 2016.



D Barton  
Company Secretary  
Registered number: 2779805

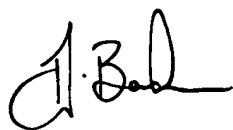
# **WATERLOW INFORMATION SERVICES LIMITED**

## **Balance sheet as at 30 June 2016**

	<b>Notes</b>	<b>2016 £</b>	<b>2015 £</b>
<b>Creditors: amounts falling due within one year</b>			
Amounts owed to group undertakings		(26,054)	(26,054)
<b>Net liabilities</b>		<u>(26,054)</u>	<u>(26,054)</u>
 <b>Capital and reserves</b>			
Called up share capital	3	1,000	1,000
Profit & loss account	4	(27,054)	(27,054)
<b>Shareholders' deficit</b>		<u>(26,054)</u>	<u>(26,054)</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 480 of the Companies Act 2006 and that 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 financial statements.



D Barton  
Company Secretary  
Registered number: 2779805  
Approved by the board on 23 September 2016.

**WATERLOW INFORMATION SERVICES LIMITED**  
**NOTES TO FINANCIAL STATEMENTS**  
**for the year ended 30 June 2016**

## 1. Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards.

## 2. Trading

The company did not trade during the year under review.

### 3. Called up share capital

	2016 Number	2015 Number	2016 £	2015 £
Authorised:				
Ordinary shares of £1 each	1,000	1,000	1,000	1,000
			<u>1,000</u>	<u>1,000</u>

	2016 Number	2015 Number	2016 £	2015 £
Allotted called up and fully paid: Ordinary shares of £1 each	1,000	1,000	<u>1,000</u> 1,000	<u>1,000</u> 1,000

#### 4. Profit and loss account

At 1 July 2015 & 30 June 2016 £  
(27,054)

## 5. Ultimate parent company and controlling party

The directors regard Wilmington plc, a company registered in England and Wales, as the company's ultimate parent company and ultimate controlling party. This is also the largest and smallest group for which consolidated financial statements are prepared.

Copies of the directors' report and financial statements of Wilmington plc can be obtained from the registered address; 6-14 Underwood Street, London N1 7JQ.

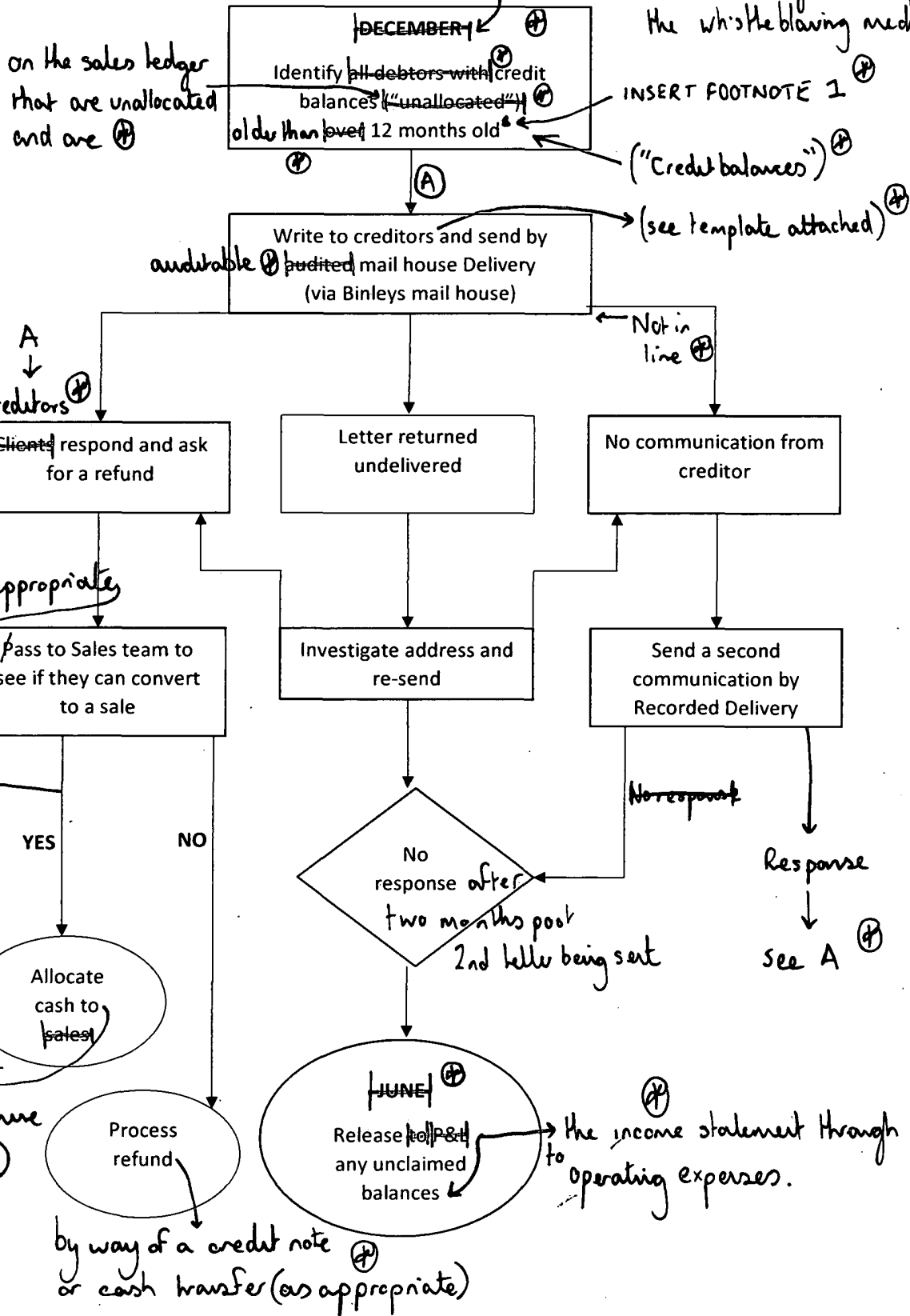
(A) INSERT BOX: Perform internal investigation to understand whether a liability may or may not exist (e.g. review underlying supporting evidence)

INCLUDE UP FRONT: (A)

If at any point management override this process then employees are encouraged to report via the whistleblowing mechanism.

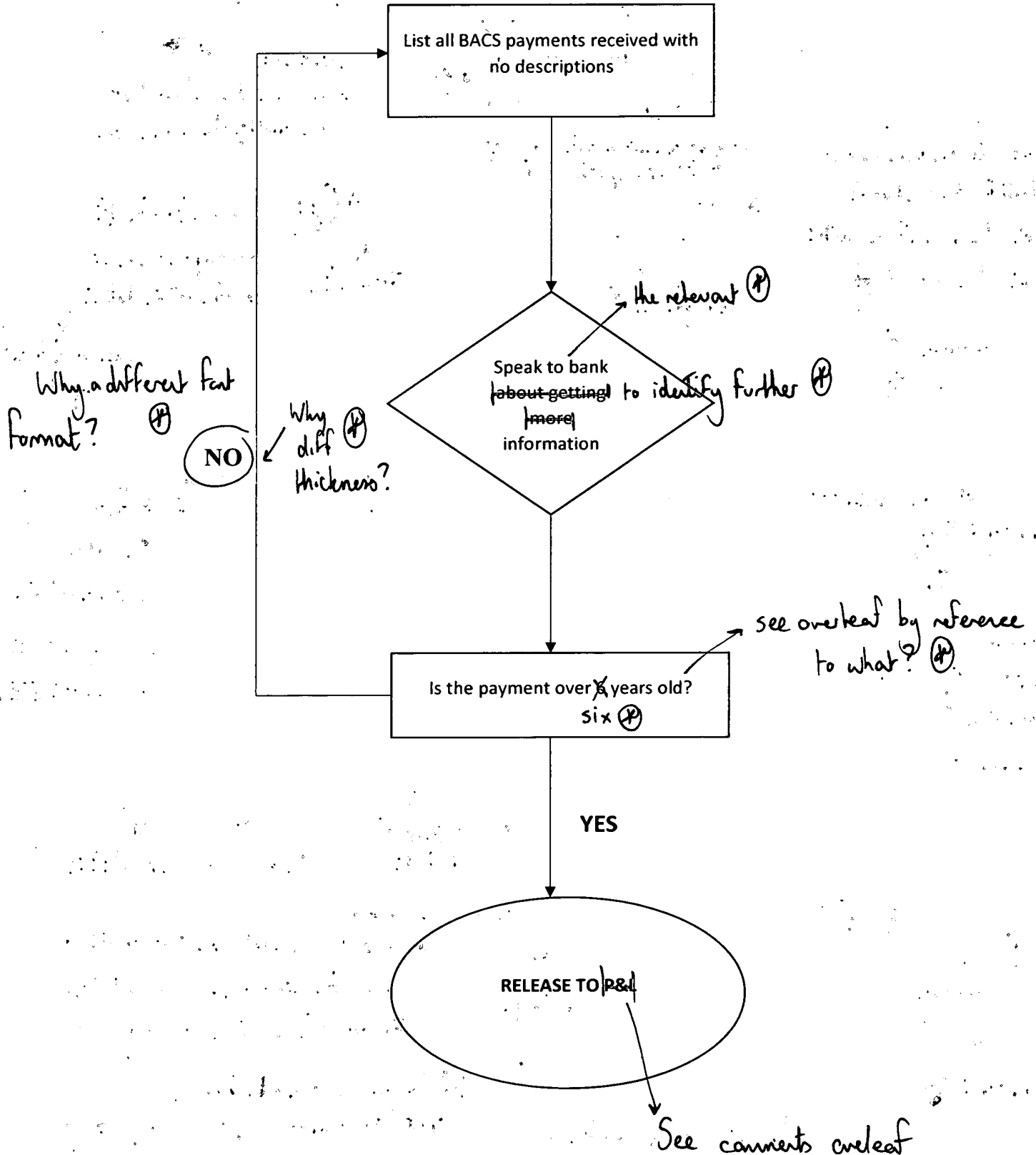
CREDIT BALANCES

AT LEAST ANNUALLY



determined by reference to the earlier of the transaction date per SUN or the date that the cash received was

## UNRECOGNISED PAYMENTS



(A) I'd insert a box to make clear that we internally investigate

130  
27 September 2016

Why December? Wouldn't it be better to state the frequency i.e. Annually so as to leave in your discretion?

CREDIT BALANCES

INSERT ("credit balances")

INSERT:

on the sales ledger that are unallocated and are

(Q) I guess this assumes that we can identify the creditor?  
↳ What's the plan if we can't?  
↳ What's the quantum?

Suggest we include reference to template

Write to creditors and send by audited mail house Delivery (via Binleys mail house)

(Q) By reference to what?

↳ receipt of cash?  
↳ transaction date?

auditable?

Not in line

Creditors

Clients respond and ask for a refund

Letter returned undelivered

No communication from creditor

Consider a footnote to explain

and >£5,000

If appropriate,

Pass to Sales team to see if they can convert to a sale

Investigate address and re-send

Send a second communication by Recorded Delivery

Perform secondary investigation in the address record STET

Move to end so as to align the circles below

YES

NO

Allocate cash to sales

No response

after what time period?

What if they respond??!!

deferred revenue or revenue (as appropriate)

Process refund

JUNE Release to P&L any unclaimed balances

Same comment as above → why mandate → better to allow discretion even if, by convention, we follow this pattern anyway

to the Income Statement through operating expenses [or revenue] → T/F to confirm!

by way of a credit note or cash transfer (as appropriate)

(B) INSERT override for mgmt - i.e. report to A camm immediately and whistleblow