

Company Registration No. 02005663 (England and Wales)

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

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ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

COMPANY INFORMATION

Directors	C F Baker	(Appointed 14 November 2016)
	S Prewing	(Appointed 26 January 2017)
	K J Gordon	(Appointed 8 February 2016)
	S J Maynard	(Appointed 8 February 2016)
	S J S Mayall on behalf of Capita Corporate Director Limited	(Appointed 8 February 2016)
Secretary	Capita Group Secretary Limited (Appointed 8 February 2016)	
Company number	02005663	
Registered office	17 Rochester Row London United Kingdom SW1P 1QT	

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

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ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

STRATEGIC REPORT

FOR THE YEAR ENDED 31 DECEMBER 2016

The directors present the strategic report and financial statements for the year ended 31 December 2016.

Review of the business

The company is a wholly owned subsidiary (indirectly held) of Capita plc and operates within the group's IT services division. On 8 February 2016 the entire share capital of the company was acquired by Capita Holdings Limited.

The principal activities of the company are translation, software and website localisation.

As shown in the company's profit and loss account on page 4, the company's turnover for the year has decreased from £1,101,889 in 2015 to £405,936 in 2016. The company had an operating loss of £243,749 in 2015 and an operating profit of £101,465 over the same period.

The balance sheet on page 5 of the financial statements shows the company's financial position at the year end. Net assets have increased from £1,047,265 to £1,119,112. Details of amounts owed by/to its parent company and fellow subsidiary undertakings are shown in notes 6 and 7 to the financial statements.

Key performance indicators used by Capita plc are operating margins, free cash flow, capital expenditure and return on capital employed. Capita plc and its subsidiaries manages its operations on a divisional basis and as a consequence, some of these indicators are monitored only at a divisional level. The performance of the IT services division of Capita plc is discussed in the group's annual report which does not form part of this report.

Systems and procedures are in place to identify, assess and mitigate major business risks that could impact the company. Monitoring exposure to risk and uncertainty is an integral part of the company's structured management processes. The principal risks that the company faces are operational risk, contract pricing, competition, regulatory and legislative impacts, recruitment and retention of staff and maintenance of reputation and strong supplier and customer relationships.

Group risks are discussed in the group's annual report which does not form part of this report.

On behalf of the board



S J S Mayall on behalf of Capita Corporate Director Limited

Director

16 November 2017

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2016

The directors present their annual report and financial statements for the year ended 31 December 2016.

Results and dividends

The results for the year are set out on page 4.

Directors

The following directors, have held office since 1 January 2016:

C F Baker	(Appointed 14 November 2016)
S Frewing	(Appointed 26 January 2017)
K J Gordon	(Appointed 8 February 2016)
S J Maynard	(Appointed 8 February 2016)
S J S Mayall on behalf of Capita Corporate Director Limited	(Appointed 8 February 2016)
W S McBrinn	(Appointed 1 September 2016 and resigned 28 February 2017)
J L Radford	(Appointed 8 February 2016 and resigned 1 September 2016)
C H Rodgerson	(Appointed 8 February 2016 and resigned 14 November 2016)
H Eckersley	(Resigned 8 February 2016)
D J Fisher	(Resigned 8 February 2016)

Statement of directors' responsibilities

The directors are responsible for preparing the Annual Report 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 UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 101 Reduced Disclosure Framework.

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, International Accounting Standard 1 requires that directors:

- properly select and apply accounting policies;
- present information, including accounting policies, in a manner that provides relevant, reliable, comparable and understandable information;
- provide additional disclosures when compliance with the specific requirements in IFRSs are insufficient to enable users to understand the impact of particular transactions, other events and conditions on the entity's financial position and financial performance; and
- make an assessment of the company's ability to continue as a going concern.

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.

Qualifying 3rd party indemnity provisions

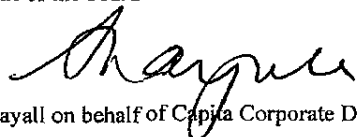
The company has granted an indemnity to the directors of the company against liability in respect of proceedings brought by third parties, subject to the conditions set out in the Companies Act 2006. Such qualifying third party indemnity provision remains in force as at the date of approving the directors' report.

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

On behalf of the board



S J S Mayall on behalf of Capita Corporate Director Limited

Director

16 November 2017

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

STATEMENT OF PROFIT AND LOSS AND COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2016

		12 months ended 31 December 2016 £	11 months ended 31 December 2015 £
	Notes		
Revenue		405,936	1,101,889
Cost of sales		(299,756)	(781,355)
Gross profit		106,180	320,534
Other operating expenses		(5,151)	(15,722)
Administrative expenses		436	(2,700)
Operating profit		101,465	302,112
Exceptional items	2	-	-
Investment revenues	3	217	136
Profit before taxation		101,682	302,248
Income tax income	4	43,165	-
Profit for the year		144,847	302,248

The statement of profit and loss and comprehensive income has been prepared on the basis that all operations are continuing operations.

The notes on pages 7 to 12 form part of these financial statements.

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2016

	Notes	31 December 2016 £	31 December 2015 £
Fixed assets			
Tangible fixed assets	5	-	4,743
		-	4,743
Current assets			
Debtors	6	1,192,112	152,277
Cash at bank and in hand		-	1,008,993
		1,192,112	1,161,270
Creditors: amounts falling due within one year	7	-	(118,748)
Net current assets		1,192,112	1,042,522
Total assets less current liabilities		1,192,112	1,047,265
		1,192,112	1,047,265
Capital and reserves			
Called up share capital	9	2	2
Profit and loss account	9	1,192,110	1,047,263
Shareholders' funds		1,192,112	1,047,265

For the financial year ended 31 December 2016 the company was entitled to exemption from audit under section 479A of the Companies Act 2006.

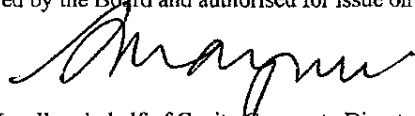
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The notes on pages 7 to 12 form part of the financial statements.

Approved by the Board and authorised for issue on 16 November 2017



S J S Mayall on behalf of Capita Corporate Director Limited
Director

Company Registration No. 02005663

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2016

	Called up share capital £	Profit and loss account £	Total equity £
At 1 February 2015	2	745,015	745,017
	<hr/>	<hr/>	<hr/>
Profit for the period	-	302,248	302,248
	<hr/>	<hr/>	<hr/>
Total comprehensive income for the period	-	302,248	302,248
	<hr/>	<hr/>	<hr/>
At 31 December 2015	2	1,047,263	1,047,265
	<hr/>	<hr/>	<hr/>
Profit for the year	-	144,847	144,847
	<hr/>	<hr/>	<hr/>
Total comprehensive income for the year	-	144,847	144,847
	<hr/>	<hr/>	<hr/>
At 31 December 2016	2	1,192,110	1,192,112
	<hr/>	<hr/>	<hr/>

The notes on pages 7 to 12 form part of the financial statements.

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost basis.

ITR International Translation Resources Limited is a company incorporated and domiciled in the UK.

The company has sufficient financial resources together with long standing relationships with clients and suppliers. As a consequence, the directors believe that the company is well placed to manage its business risks successfully. After making enquires, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

1.2 Compliance with accounting standards

These financial statements were prepared in accordance with Financial Reporting Standard 101 - Reduced Disclosure Framework (FRS 101). The company has adopted FRS 101 for the first time in these financial statements.

In preparing these financial statements, the company applies the recognition, measurement and disclosure requirements of International Financial Reporting Standards as adopted by the EU ("Adopted IFRSs"), but makes amendments where necessary in order to comply with the Companies Act 2006 and has set out below where advantage of the FRS 101 disclosure exemptions has been taken.

The company's ultimate parent undertaking, Capita plc, includes the company in its consolidated statements. The consolidated financial statements are prepared in accordance with International Financial Reporting Standards as adopted by the EU (EU-IFRS) and are available to the public and may be obtained from 71 Victoria Street, London SW1H 0XA. In these financial statements, the company has applied the disclosure exemptions available under FRS 101 in respect of the following disclosures:

- A cash flow statement and related notes;
- Comparative period reconciliations for share capital, tangible fixed assets and intangible assets;
- Disclosures in respect of transactions with wholly owned subsidiaries;
- Disclosures in respect of capital management;
- The effects of new but not yet effective IFRSs;
- An additional balance sheet for the beginning of the earliest comparative period following the retrospective change in accounting policy;
- Disclosures in respect of the compensation of key management personnel.

As the consolidated financial statements of Capita plc include equivalent disclosures, the company has also taken the disclosure exemptions under FRS 101 available in respect of the following disclosure:

- Certain disclosures required by IFRS 2 Share Based Payments in respect of group settled share based payments;
- Certain disclosures required by IAS 36 Impairments of assets in respect of the impairment of goodwill and indefinite life intangible assets;
- Certain disclosures required by IFRS 3 Business Combinations in respect of business combinations undertaken by the company, in the current and prior periods including the comparative period reconciliation for goodwill;
- Disclosures required by IFRS 7 Financial Instrument Disclosures.

1.3 Turnover

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

(Continued)

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures and fittings	4 - 5 years
Computers	3 - 5 years

1.5 Taxation

Tax on the profit or loss for the year comprises current and deferred tax. Tax is recognised in the profit and loss account except to the extent that it relates to items recognised directly in equity or other comprehensive income, in which case it is recognised directly in equity or other comprehensive income.

Current tax is the expected tax payable or receivable on the taxable income or loss for the year, using tax rates enacted or substantively enacted at the balance sheet date, and any adjustment to tax payable in respect of previous years.

Deferred income tax is provided, using the liability method, on all temporary differences at the balance sheet date between the tax bases and liabilities and their carrying amounts for financial reporting purposes.

Deferred income tax liabilities are recognised for all taxable temporary differences:

- except where the deferred tax liability arises from the initial recognition of goodwill
- except where the deferred income tax liability arises from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss
- in respect of taxable temporary differences associated with investments in subsidiaries, except where the timing of the reversal of the temporary differences can be controlled and it is probable that the temporary differences will not reverse in the foreseeable future

Deferred income tax assets are recognised for all deductible temporary differences, carry-forward of unused tax assets and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences and the carry-forward of unused tax assets and unused tax losses can be utilised, except where the deferred income tax asset relating to the deductible temporary differences arises from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

The carrying amount of deferred income tax assets is reviewed at each balance sheet date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the deferred income tax asset to be utilised.

Deferred income tax assets and liabilities are measured at the tax rates that are expected to apply to the year when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at the balance sheet date.

1.6 Foreign exchange

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

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

(Continued)

2 Profit for the year

	12 months ended 31 December 2016 £	11 months ended 31 December 2015 £
Operating profit for the year is stated after charging:		
Net foreign exchange losses/(gains)	5,151	15,722
Depreciation of property, plant and equipment	-	10,742
Impairment of property, plant and equipment	4,743	-
(Profit)/loss on disposal of property, plant and equipment	-	(545,861)
	<u> </u>	<u> </u>

3 Investment income

	12 months ended 31 December 2016 £	11 months ended 31 December 2015 £
Bank interest	217	136
	<u> </u>	<u> </u>
	217	136
	<u> </u>	<u> </u>

4 Taxation

	12 months ended 31 December 2016 £	11 months ended 31 December 2015 £
Corporation tax		
Current year	(37,354)	-
	<u> </u>	<u> </u>
	(37,354)	-
	<u> </u>	<u> </u>
Deferred tax		
Origination and reversal of temporary differences	(5,811)	-
	<u> </u>	<u> </u>
Total tax charge	(43,165)	-
	<u> </u>	<u> </u>

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

(Continued)

4 Taxation

The charge for the year can be reconciled to the profit per the profit and loss account as follows:

	2016 £	2015 £
Profit before taxation on continued operations	101,682	302,248
Profit on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 20.00% (2015 - 20.25%)	20,336	61,205
Taxation impact of factors affecting tax charge:		
Expenses not deductible in determining taxable profit	(57,917)	-
Utilisation of tax losses not previously recognised	(5,607)	-
Effect of change in UK corporation tax rate	23	-
Total adjustments	(63,501)	-
Total tax charge for the year	(43,165)	61,205

5 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 January 2016	138,577	333,782	472,359
At 31 December 2016	138,577	333,782	472,359
Depreciation			
At 1 January 2016	136,752	330,864	467,616
Impairment	1,825	2,918	4,743
At 31 December 2016	138,577	333,782	472,359
Net book value			
At 31 December 2016	-	-	-
At 31 December 2015	1,825	2,918	4,743

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

6 Debtors

	Due within one year	
	2016	2015
	£	£
Trade debtors	-	123,015
Other debtors	-	29,262
Amount due by parent and fellow subsidiary undertakings	1,192,112	-
	<u>1,192,112</u>	<u>152,277</u>

7 Creditors: amounts falling due within one year

	2016	2015
	£	£
Trade creditors	-	32,542
Other taxes and social security	-	18,320
Other creditors	-	67,886
	<u>-</u>	<u>118,748</u>

8 Pensions and other post-retirement benefit commitments

The total costs charged to income in respect of defined contribution plans is £1,783 (2015 - £772).

9 Capital and reserves

	2016	2015
	£	£
Ordinary share capital		
Issued and fully paid		
2 Ordinary Shares of £1 each	2	2
	<u>2</u>	<u>2</u>

Share capital

The nominal proceeds on issue of the Company's equity share capital, comprising £1 ordinary shares.

Profit and loss account

Net profits kept to accumulate in the company after dividends are paid and retained in the business as working capital.

10 Directors' remuneration

	2016	2015
	£	£
Remuneration for qualifying services	-	229,866
Company pension contributions to defined contribution schemes	-	509
	<u>-</u>	<u>230,375</u>

The directors were paid by another company within the IT Services division. As no significant amount of time was spent by the directors on the company's affairs, no directors remuneration has been allocated to the company.

ITR INTERNATIONAL TRANSLATION RESOURCES LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2016

11 Employees

The average monthly number of employees (including non-executive directors) were:

	2016 Number	2015 Number
Sales	1	4
Admin	-	10
Operations	9	3
	<u>10</u>	<u>17</u>

Their aggregate remuneration comprised:

	2016 £	2015 £
Employment costs		
Wages and salaries	163,939	310,269
Social security costs	15,993	8,212
Pension costs	1,783	772
	<u>181,715</u>	<u>319,253</u>

12 Controlling party

The company's immediate parent undertaking is Capita Translation and Interpreting Limited, a company incorporated in England and Wales.

The company's ultimate parent undertaking is Capita plc, a company incorporated in England and Wales. The accounts of Capita plc are available from the registered office at 71 Victoria Street, London, SW1H 0XA.

