

REGISTERED NUMBER: 05781567 (England and Wales)

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018
FOR
FORM WORKPLACE SOLUTIONS LIMITED**

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FOR THE YEAR ENDED 31 MARCH 2018

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FORM WORKPLACE SOLUTIONS LIMITED

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2018**

DIRECTORS:

Mr Q J Stacy
Mr G M Macey

SECRETARY:

Mr Q J Stacy

REGISTERED OFFICE:

Form House
York Way, Lancaster Road
Cressex Business Park
High Wycombe
Buckinghamshire
HP12 3PY

REGISTERED NUMBER:

05781567 (England and Wales)

ACCOUNTANTS:

FLB Accountants LLP
Chartered Accountants & Registered Auditors
150 Wharfedale Road
Winnersh Triangle
Berkshire
RG41 5RB

STATEMENT OF FINANCIAL POSITION
31 MARCH 2018

| | Notes | 2018 £ | 2017 £ |
|--|-------|-------------------------|-------------------------|
| FIXED ASSETS | | | |
| Tangible assets | 5 | 1,046 | 2,198 |
| Investments | 6 | 102 | 102 |
| | | <u>1,148</u> | <u>2,300</u> |
| CURRENT ASSETS | | | |
| Debtors | 7 | 1,392,801 | 1,189,275 |
| Cash at bank and in hand | | 457,066 | 643,055 |
| | | <u>1,849,867</u> | <u>1,832,330</u> |
| CREDITORS | | | |
| Amounts falling due within one year | 8 | (591,092) | (591,515) |
| NET CURRENT ASSETS | | <u>1,258,775</u> | <u>1,240,815</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 1,259,923 | 1,243,115 |
| ACCRUALS AND DEFERRED INCOME | | <u>(14,119)</u> | <u>(5,500)</u> |
| NET ASSETS | | <u><u>1,245,804</u></u> | <u><u>1,237,615</u></u> |
| CAPITAL AND RESERVES | | | |
| Called up share capital | | 5 | 5 |
| Retained earnings | | 1,245,799 | 1,237,610 |
| SHAREHOLDERS' FUNDS | | <u><u>1,245,804</u></u> | <u><u>1,237,615</u></u> |

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

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

STATEMENT OF FINANCIAL POSITION - continued
31 MARCH 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 and authorised for issue by the Board of Directors on 21 December 2018 and were signed on its behalf by:

Mr Q J Stacy - Director

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

1. STATUTORY INFORMATION

Form Workplace Solutions 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 (£).

2. STATEMENT OF COMPLIANCE

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.

3. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention.

Related party exemption

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 subsidiaries within the group.

Turnover

Profit is recognised on long-term contracts, if the final outcome can be assessed with reasonable certainty, by including in the profit and loss account turnover and related costs as contract activity progresses. Turnover is calculated as that proportion of total contract value relating to the stage of completion of the contractual obligation, which reflects the extent to which the seller has obtained the right to consideration. Stage of completion is derived from the proportion of costs incurred to the reporting date of total expected costs for that contract.

Tangible fixed assets

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

Plant and machinery etc - 33% on cost and 25% on reducing balance

Investments in subsidiaries

Investments in subsidiary undertakings are recognised at cost.

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 statement of financial position date.

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

3. ACCOUNTING POLICIES - continued

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the statement of financial position 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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to profit or loss on a straight line basis over the period of the lease.

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.

Investments

Fixed asset investments are stated at cost less provision for diminution in value.

Warranty provision

Provision is made for warranties for those contracts that have been completed during the year and which the company has provided a warranty on for the next twelve months. The provision is estimated by the directors and is based on a proportion of total contract value for those completed contracts.

4. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 8 (2017 - 6) .

5. TANGIBLE FIXED ASSETS

| | Plant and machinery etc £ |
|--------------------------------------|------------------------------------|
| COST | |
| At 1 April 2017 and 31 March 2018 | <u>24,722</u> |
| DEPRECIATION | |
| At 1 April 2017 | 22,524 |
| Charge for year | <u>1,152</u> |
| At 31 March 2018 | <u>23,676</u> |
| NET BOOK VALUE | |
| At 31 March 2018 | <u>1,046</u> |
| At 31 March 2017 | <u>2,198</u> |

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

6. FIXED ASSET INVESTMENTS

COSTAt 1 April 2017
and 31 March 2018Shares in
group
undertakings
£102**NET BOOK VALUE**

At 31 March 2018

102

At 31 March 2017

102

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2018 £ | 2017 £ |
|------------------------------------|------------------|------------------|
| Trade debtors | 625,661 | 672,796 |
| Amounts owed by group undertakings | 683,453 | 417,659 |
| Amounts recoverable on contract | 72,650 | 83,310 |
| Other debtors | 11,037 | 15,510 |
| | <u>1,392,801</u> | <u>1,189,275</u> |

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2018 £ | 2017 £ |
|------------------------------------|----------------|----------------|
| Payments on account | 121,959 | 69,214 |
| Trade creditors | 382,556 | 331,053 |
| Amounts owed to group undertakings | 102 | 102 |
| Taxation and social security | 86,475 | 191,146 |
| | <u>591,092</u> | <u>591,515</u> |

9. LEASING AGREEMENTS

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

| | 2018 £ | 2017 £ |
|----------------------------|---------------|---------------|
| Within one year | 12,619 | 12,619 |
| Between one and five years | 11,568 | 24,187 |
| | <u>24,187</u> | <u>36,806</u> |

10. ULTIMATE CONTROLLING PARTY

The ultimate controlling party are the directors of Form Holdings Limited, the company's immediate and ultimate parent undertaking incorporated in England and Wales. Form Holdings Limited's registered office address is Form House, York Way, Lancaster Road, Cressex Business Park, High Wycombe, Buckinghamshire, HP12 3PY. Form Holdings Limited does not produce consolidated financial statements.

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.