

# Trade Forms (Scotland) Limited

Annual Report and Unaudited Financial Statements  
for the Year Ended 30 September 2021

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# **Trade Forms (Scotland) Limited**

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# **Trade Forms (Scotland) Limited**

## **Company Information**

<b>Directors</b>	Mrs L Gilliland
	Mr T S Connell
	Mrs J M Connell
	Mr T W Connell
<b>Company secretary</b>	Mrs J M Connell
<b>Registered office</b>	401-403 Hillington Road Hillington Industrial Estate Glasgow G52 4BL
<b>Accountants</b>	Alexander Marshall Chartered Accountants 84 Hamilton Road Motherwell Lanarkshire ML1 3BY

**Trade Forms (Scotland) Limited**  
**(Registration number: SC125075)**  
**Balance Sheet as at 30 September 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Intangible assets	<u>4</u>	38,733	46,480
Tangible assets	<u>5</u>	69,694	77,980
Investments	<u>6</u>	38,366	38,366
		<u>146,793</u>	<u>162,826</u>
<b>Current assets</b>			
Stocks	<u>7</u>	55,490	52,405
Debtors	<u>8</u>	161,695	197,019
Cash at bank and in hand		<u>417,756</u>	<u>489,986</u>
		634,941	739,410
<b>Creditors:</b> Amounts falling due within one year	<u>9</u>	<u>(118,470)</u>	<u>(172,783)</u>
<b>Net current assets</b>		<u>516,471</u>	<u>566,627</u>
<b>Total assets less current liabilities</b>		663,264	729,453
<b>Provisions for liabilities</b>		<u>(13,242)</u>	<u>(14,816)</u>
<b>Net assets</b>		<u><u>650,022</u></u>	<u><u>714,637</u></u>
<b>Capital and reserves</b>			
Called up share capital		25,000	25,000
Profit and loss account		<u>625,022</u>	<u>689,637</u>
Shareholders' funds		<u><u>650,022</u></u>	<u><u>714,637</u></u>

For the financial year ending 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

These financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime and the option not to file the Profit and Loss Account has been taken.

**Trade Forms (Scotland) Limited**  
**(Registration number: SC125075)**  
**Balance Sheet as at 30 September 2021**

Approved and authorised by the Board on 6 May 2022 and signed on its behalf by:

Mr T S Connell

Director

# **Trade Forms (Scotland) Limited**

## **Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021**

### **1 General information**

The company is a private company limited by share capital incorporated in Scotland, United Kingdom. The company registration number is SC125075.

The address of its registered office is:  
401-403 Hillington Road  
Hillington Industrial Estate  
Glasgow  
G52 4BL

These financial statements were authorised for issue by the Board on 6 May 2022.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A - 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

#### **Basis of preparation**

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

These financial statements have been presented in Sterling, which is the company's functional currency. All financial information has been presented in Sterling and has been rounded to the nearest pound.

#### **Revenue recognition**

Turnover comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the company's activities. Turnover is shown net of sales/value added tax, returns, rebates and discounts.

The company recognises revenue when:

The amount of revenue can be reliably measured;  
it is probable that future economic benefits will flow to the entity;  
and specific criteria have been met for each of the company's activities.

#### **Foreign currency transactions and balances**

Transactions in foreign currencies are initially recorded at the functional currency rate prevailing at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated into the respective functional currency of the entity at the rates prevailing on the reporting period date. Non-monetary items carried at fair value that are denominated in foreign currencies are retranslated at the rate on the date when the fair value is re-measured.

Non-monetary items measured in terms of historical cost in a foreign currency are not retranslated.

# Trade Forms (Scotland) Limited

## Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021

### Tax

The tax expense for the period comprises current and deferred tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the company operates and generates taxable income.

Deferred tax is recognised in respect of all timing differences between taxable profits and profits reported in the financial statements.

Unrelieved tax losses and other deferred tax assets are recognised when it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference.

### Tangible assets

Tangible assets are stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

### Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Plant and machinery	20% reducing balance
Motor vehicles	25% reducing balance
Office equipment	20% reducing balance
Fixtures and fittings	15% straight line

### Business combinations

Business combinations are accounted for using the purchase method. The consideration for each acquisition is measured at the aggregate of the fair values at acquisition date of assets given, liabilities incurred or assumed, and equity instruments issued by the group in exchange for control of the acquired, plus any costs directly attributable to the business combination. When a business combination agreement provides for an adjustment to the cost of the combination contingent on future events, the group includes the estimated amount of that adjustment in the cost of the combination at the acquisition date if the adjustment is probable and can be measured reliably.

### Goodwill

Goodwill arising on the acquisition of an entity represents the excess of the cost of acquisition over the company's interest in the net fair value of the identifiable assets, liabilities and contingent liabilities of the entity recognised at the date of acquisition. Goodwill is initially recognised as an asset at cost and is subsequently measured at cost less accumulated amortisation and accumulated impairment losses. Goodwill is held in the currency of the acquired entity and revalued to the closing rate at each reporting period date. The directors consider the useful life of Goodwill to be 10 years taking into account the reputataion of the company and customer base.

# Trade Forms (Scotland) Limited

## Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021

### Amortisation

Amortisation is provided on intangible assets so as to write off the cost, less any estimated residual value, over their useful life as follows:

Asset class	Amortisation method and rate
Goodwill	10% straight line

### Investments

Investments in equity shares which are publicly traded or where the fair value can be measured reliably are initially measured at fair value, with changes in fair value recognised in profit or loss. Investments in equity shares which are not publicly traded and where fair value cannot be measured reliably are measured at cost less impairment.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business. Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

### Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method.

The cost of finished goods and work in progress comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the inventories to their present location and condition. At each reporting date, stocks are assessed for impairment. If stocks are impaired, the carrying amount is reduced to its selling price less costs to complete and sell; the impairment loss is recognised immediately in profit or loss.

### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

### Leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to profit or loss on a straight-line basis over the period of the lease.



# Trade Forms (Scotland) Limited

## Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021

### Share capital

Ordinary shares are classified as equity. Equity instruments are measured at the fair value of the cash or other resources received or receivable, net of the direct costs of issuing the equity instruments. If payment is deferred and the time value of money is material, the initial measurement is on a present value basis.

### Dividends

Dividend distribution to the company's shareholders is recognised as a liability in the financial statements in the reporting period in which the dividends are declared.

### Defined contribution pension obligation

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

### 3 Staff numbers

The average number of persons employed by the company (including directors) during the year, was 14 (2020 - 14).

### 4 Intangible assets

	Goodwill £	Total £
<b>Cost or valuation</b>		
At 1 October 2020	77,466	77,466
At 30 September 2021	77,466	77,466
<b>Amortisation</b>		
At 1 October 2020	30,986	30,986
Amortisation charge	7,747	7,747
At 30 September 2021	38,733	38,733
<b>Carrying amount</b>		
At 30 September 2021	38,733	38,733
At 30 September 2020	46,480	46,480

# Trade Forms (Scotland) Limited

## Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021

### 5 Tangible assets

	Furniture, fittings and equipment £	Motor vehicles £	Total £
<b>Cost or valuation</b>			
At 1 October 2020	806,221	12,000	818,221
Additions	10,017	-	10,017
Disposals	(5,529)	-	(5,529)
At 30 September 2021	810,709	12,000	822,709
<b>Depreciation</b>			
At 1 October 2020	732,038	8,203	740,241
Charge for the year	16,997	949	17,946
Eliminated on disposal	(5,172)	-	(5,172)
At 30 September 2021	743,863	9,152	753,015
<b>Carrying amount</b>			
At 30 September 2021	66,846	2,848	69,694
At 30 September 2020	74,183	3,797	77,980

### 6 Investments

	2021 £	2020 £
Investments in subsidiaries	38,366	38,366
<b>Subsidiaries</b>		£
<b>Cost or valuation</b>		
At 1 October 2020		38,366
<b>Provision</b>		
<b>Carrying amount</b>		
At 30 September 2021		38,366
At 30 September 2020		38,366

# Trade Forms (Scotland) Limited

## Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021

### 7 Stocks

	2021 £	2020 £
Raw materials and consumables	45,920	47,563
Work in progress	9,570	4,842
	<u>55,490</u>	<u>52,405</u>

### 8 Debtors

	Note	2021 £	2020 £
Trade debtors		118,431	165,577
Amounts owed by group undertakings and undertakings in which the company has a participating interest	<u>12</u>	10,080	11,833
Prepayments		4,804	10,067
Other debtors		28,380	9,542
		<u>161,695</u>	<u>197,019</u>
Less non-current portion		(5,437)	-
		<u>156,258</u>	<u>197,019</u>

### 9 Creditors

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

	2021 £	2020 £
<b>Due within one year</b>		
Trade creditors	59,319	78,766
Taxation and social security	40,202	56,080
Accruals and deferred income	17,436	23,890
Other creditors	1,513	14,047
	<u>118,470</u>	<u>172,783</u>

# Trade Forms (Scotland) Limited

## Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021

### 10 Dividends

#### Interim dividends paid

	2021 £	2020 £
Interim dividend of £Nil per each A ordinary shares	-	-
Interim dividend of £49 per each B ordinary shares	15,000	29,000
	<u>15,000</u>	<u>29,000</u>

### 11 Financial commitments, guarantees and contingencies

#### Amounts not provided for in the balance sheet

The total amount of financial commitments not included in the balance sheet is £366,081 (2020 - £359,673). The company has operating leases for property and equipment and the property lease is due to expire in 2028.

### 12 Related party transactions

#### Summary of transactions with all subsidiaries

##### Hampden Advertising Limited

During the year, the company sold and purchased goods from Hampden Advertising Limited in the normal course of business and purchased goods on behalf of Hampden that were recharged at cost.

#### Summary of transactions with other related parties

##### Trade Forms (Scotland) Limited SSAS

(Pension scheme of which the directors are members)

Pension contributions of £13,200 (2020 - £13,200) were paid in respect of employees of the company during the year. No balance was outstanding at the year end.

The pension scheme owns the premises occupied by the company and rent totalling £45,000 (2020 - £45,000) was paid during the year, no balance was outstanding at the the year end.

#### Income and receivables from related parties

2021	Subsidiary £
Sale of goods	<u>38,332</u>
Amounts receivable from related party	<u>11,717</u>
2020	Subsidiary £
Sale of goods	<u>11,339</u>
Amounts receivable from related party	<u>11,833</u>

## Trade Forms (Scotland) Limited

### Notes to the Unaudited Financial Statements for the Year Ended 30 September 2021

#### Loans to related parties

		Key management £	Total £
<b>2021</b>			
At start of period		1,449	1,449
Advanced		13,547	13,547
Repaid		(3,480)	(3,480)
		<u>11,516</u>	<u>11,516</u>
At end of period		<u>11,516</u>	<u>11,516</u>
	Subsidiary £	Key management £	Total £
<b>2020</b>			
At start of period	6,237	1,149	7,386
Advanced	-	300	300
Repaid	(6,237)	-	(6,237)
	<u>-</u>	<u>1,449</u>	<u>1,449</u>
At end of period	<u>-</u>	<u>1,449</u>	<u>1,449</u>

#### Terms of loans to related parties

The loan to the subsidiary is repayable on demand and there are no fixed repayment terms, interest is not charged.

The loan advanced to key management during the year is repayable by instalments over 46 months and interest is not charged.

#### Expenditure with and payables to related parties

	Subsidiary £
<b>2021</b>	
Purchase of goods	<u>66,558</u>
	Subsidiary £
<b>2020</b>	
Purchase of goods	<u>3,243</u>

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