Registered Number: 04932648

In England and Wales

# QUEENS COURT READING MANAGEMENT COMPANY LIMITED

# ANNUAL REPORT AND ACCOUNTS

# FOR THE YEAR ENDED 31<sup>ST</sup> OCTOBER 2005

A COMPANY LIMITED BY GUARANTEE

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08/06/2006

# QUEENS COURT READING MANAGEMENT COMPANY LIMITED A COMPANY LIMITED BY GUARANTEE

#### **COMPANY INFORMATION**

DIRECTORS:

CPM Asset Management Limited Hertford Company Secretaries Limited

COMPANY SECRETARY:

Hertford Company Secretaries Limited

REGISTERED OFFICE:

CPM House Essex Road Hoddesdon Hertfordshire EN11 0DR

REGISTERED NUMBER:

04932648 (England and Wales)

**AUDITORS:** 

**Thomas David** 

Chartered Accountants and

Registered Auditors 6-7 Castle Gate Castle Street Hertford

Hertfordshire SG14 1HD

# QUEENS COURT READING MANAGEMENT COMPANY LIMITED A COMPANY LIMITED BY GUARANTEE

#### REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st October 2005.

#### PRINCIPAL ACTIVITY

The principal activity of the company in the year under review consisted of the management and administration, on a non profit making basis, of the communal areas relating to the development on behalf of the property owners, lessees or tenants.

#### **DIRECTORS**

The Directors in office in the year were as follows:

CPM Asset Management Limited Hertford Company Secretaries Limited

The Company is limited by guarantee and has no share capital. The liability of each Member is Limited to £1.

#### DIRECTORS RESPONSIBILITIES

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act. 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.

#### A COMPANY LIMITED BY GUARANTEE

# REPORT OF THE DIRECTORS

#### (CONTINUED)

#### **AUDITORS**

Signed on Behalf of The Board of Directors

The Auditors, Thomas David, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

#### SMALL COMPANY EXEMPTIONS

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

FOR AND BEHALF OF HERTFORD COMPANY SECRI	ETARIES LIMITED  AUTHORISED SIGNATORY
Director or Secretary	
Approved by the Board on	ياه. ما, ا

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF QUEENS COURT READING MANAGEMENT COMPANY LIMITED

#### A COMPANY LIMITED BY GUARANTEE

We have audited the financial statements of Queens Court Reading Management Company Limited for the year ended 31st October 2005 on pages five to eight. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of directors and auditors

As described on page two, the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of Opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### Fundamental uncertainty

The Company has a deficiency of net assets at the balance sheet date. The accounts have been prepared on a going concern basis which assumes that the Company will enjoy the support of its creditors. Accordingly the adjustments, if any, required to restore the assets and liabilities were the going concern basis to be inappropriate, have not been incorporated in the accounts.

#### Opinior

In our opinion, the financial statements give a true and fair view of the company's affairs as 31st October 2005 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act

Thomas David, Chartered Accountants and Registered Auditors, 6-7 Castle Gate, Castle Street, Hertford, Herts., SG14 1HD. Thomas David
Dated: 2/6/06

# A COMPANY LIMITED BY GUARANTEE

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST OCTOBER 2005

	Notes	<u>2005</u>	<u>2004</u>
		£	£
TURNOVER	1	4,198	1,096
Administrative Expenses		(4,508)	(763)
OPERATING SURPLUS / (DEFICIT)		(310)	333
Interest Payable and Bank Charges		(70)	-
Interest Receivable		5	-
SURPLUS/(DEFICIT) ON ORDINARY			the same of the state of the first specimen
ACTIVITIES before Taxation	7	(375)	333
TAXATION			
Corporation Tax		-	-
		(375)	333
RESERVES/ (DEFICIT) brought forward		333	•
RESERVES/ (DEFICIT) carried forward		(£42)	£333

The notes form a part of these financial statements.

# A COMPANY LIMITED BY GUARANTEE

# **BALANCE SHEET AT 31ST OCTOBER 2005**

	Notes	2005		2004	
CURRENT ASSETS		£	£	£	£
Debtors	2		1,166		1,096
Prepaid Expenses	3		1,331		-
Cash at Bank			87		-
			2,584		1,096
<u>Deduct: CREDITORS</u> amounts falling due within one year					
Creditors	4	556		_	
Creditors Control Account	5	996		_	
Accrued Expenses	6	1,074		763	
			2,626		763
TOTAL NET ASSETS / (LIABILITIES)			(£42)		£333
Represented by:-					
			£		£
INCOME & EXPENDITURE ACCOUNT			(42)		333
			(£42)		£333

These financial statements have been prepared inaccordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities.

Signed on behalf of the Board of Directors	—————Director	Α.
Signed on behalf of the Board of Directors	Director	Χ.
	AUTHORISED SIGNATORY	~
The notes form a part of these financial statements COMPANY		
FOR AND BEHALF OF		

#### A COMPANY LIMITED BY GUARANTEE

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST OCTOBER 2005

#### 1. ACCOUNTING POLICIES

#### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

#### **Turnover**

Turnover represents Maintenance Charges Receivable in respect of communal expenditure in the ordinary course of business. Value Added Tax is not charged thereon.

2.	DEBTORS:	<u>2005</u>	<u>2004</u>
	(Amounts falling due to the Company within one year)		
	, , , , , , , , , , , , , , , , , , ,	£	£
	Maintenance Charges in Arrear	241	66
	Sundry Debtors	925	1,030
		£1,166	£1,096
3.	PREPAID EXPENSES:	<u> 2005</u>	<u>2004</u>
	(Amounts that have been paid for but are in respect of the next Accounting Period)	£	£
	Insurance Premiums	860	-
	Managing Agents Fees	252	-
	24Hr Emergency Service/HSS	219	-
		£1,331	£Nil
4.	CREDITORS:	2005	<u>2004</u>
	(Amounts falling due by the Company within one year)	<del></del>	
	Within One year)	£	£
	Maintenance Charges in Advance	556	-
		£556	£Nil
			=======

# A COMPANY LIMITED BY GUARANTEE

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST OCTOBER 2005

5.	CREDITORS CONTROL ACCOUNT:  (Amounts owed by the Company for expenses incurred during the Current Accounting Period but not yet paid for)	<u>2005</u>	<u>2004</u>
	rottou out not you paid toxy	£	£
	Communal Electricity Charges	269	-
	Cleaning, Garden Maintenance & Repairs	349	-
	Managing Agents Fees	378	-
		£996	£Nil
6.	ACCRUED EXPENSES:	<u>2005</u>	<u>2004</u>
	(Amounts owed by the Company for expenses		
	incurred during the Current Accounting	£	£
	Period but not yet paid for)		
	Communal Electricity Charges	68	-
	Managing Agents Fees	135	58
	Audit and Accountancy Fees	507	488
	Sundry Expenses	-	15
	Company Secretarial Fees	364	202
		£1,074	£763
7.	SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES	<u>2005</u>	<u>2004</u>
	The Surplus/ (Deficit) on ordinary activities	£	£
	before taxation is stated after (charging) crediting the following:-		
	Auditors Remuneration	(183)	(176)
	Bank Charges and Interest Paid	(70)	-
	Interest Received	5	-

# A COMPANY LIMITED BY GUARANTEE

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST OCTOBER 2005

	<u>2005</u>		<u>2004</u>	
INCOME	£	£	£	£
Maintenance Charges Receivable Voids Received		2,499 1,699		66 1,030
Bank Interest Received Gross Corporation Tax	5	4,198	- -	1,096
Interest Received Net of Tax Deducted		-		-
TOTAL INCOME		4,203		1,096
Deduct: EXPENDITURE				
Insurance Premiums	586		-	
Communal Electricity Charges	337		-	
Cleaning, Garden Maintenance & Repairs	1,030		-	
Managing Agents Fees	1,296		58	
Audit and Accountancy Fees	577		488	
Bank Charges and Interest	70		-	
Sundry Expenses	31		15	
Company Secretarial Fees	162		202	
Bulk Refuse Clearance	29		-	
24Hr Emergency Service/HSS	93		-	
Insurance Valuation Fee	367	4.550	•	
		4,578 	*********	763
EXCESS OF INCOME / (EXPENDITURE) FOR YEAR		(375)		333

This page does not form part of the statutory financial statements.

#### BALANCE OF MAINTENANCE CHARGES SUMMARY FOR THE YEAR ENDED 31<sup>ST</sup> OCTOBER 2005

	<u>2005</u>	<u>2004</u>
Maintenance Charges in Arrear	£ <u>241</u>	£ <u>66</u>
Maintenance Charges in Advance	£556	£=

#### ACCOUNTANTS REPORT UNDER THE LANDLORD AND TENANT ACT 1985

(AS AMENDED BY LANDLORD AND TENANT ACT\_1987)

#### QUEENS COURT READING MANAGEMENT COMPANY LIMITED

#### A COMPANY LIMITED BY GUARANTEE

We have examined the schedules on Appendices A and B as required by the Landlord & Tenant Act 1985 as amended by the Landlord & Tenant Act 1987.

#### Respective responsibilities of landlord and auditors

The Landlord is responsible for preparing schedules of relevant costs in relation to service charges if requested to do so by a tenant or secretary of a recognized tenant's association. It is our responsibility to form an opinion whether these schedules are a fair summary complying with the requirements of Section 21(5) of the Landlord & Tenant Act 1985 (as amended by the Landlord & Tenant Act 1987) and are sufficiently supported by accounts, receipts and other documents produced to us.

#### **Opinion**

In our opinion, these schedules are a fair summary complying with the requirements of Section 21(5) of the Landlord & Tenant Act 1985 (as amended by the Landlords & Tenant Act 1987) and are sufficiently supported by accounts, receipts and other documents produced to us.

**Thomas David Chartered Accountants** And Registered Auditors 6-7 Castle Gate, Castle Street, Hertford, Hertfordshire, SG14 1HD.

Dated: J(1/04

This page does not form part of the statutory financial statements.