Registered Number: 03623581

In England and Wales

# ARABIA COURT MANAGEMENT (HYTHE) LIMITED

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2003

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## **COMPANY INFORMATION**

## FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2003

**DIRECTORS:** 

D.M. Davies Esq. Miss J.M. Davis M. Glenister Esq. A.E. Parkyn Esq. A.D.H. Porter Esq. I.E. White Esq.

COMPANY SECRETARY:

R.D. Denford Esq. {App. 1.1.04}

**REGISTERED OFFICE:** 

54 London Road Southampton Hampshire SO15 2SY

**REGISTERED NUMBER:** 

03623581 (England and Wales)

**AUDITORS:** 

**Thomas David** 

**Chartered Accountants and** 

Registered Auditors Mercer House 10 Watermark Way

Hertford

Hertfordshire SG13 7TZ

#### REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31<sup>ST</sup> December 2003.

#### 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 and their beneficial interests in the company's issued ordinary share capital were as follows:

	<u>2003</u>	<u>2002</u>
	B shares of £50 each	B shares of £50 each
	A shares of £1 each	A shares of £1 each
D.M. Davies Esq.	1	1
Miss J.M. Davis	1	1
M. Glenister Esq.	1	1
A.E. Parkyn Esq.	1	1
A.D.H. Porter Esq.	1	1
I.E. White Esq.	1	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.

## REPORT OF THE DIRECTORS

#### **CONTINUED**

## **AUDITORS**

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.

Signed on Behalf of The Board of Directors

Director or Secretary

Approved by the Board on Dy / J

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ARABIA COURT MANAGEMENT (HYTHE) LIMITED

We have audited the financial statements of Arabia Court Management (Hythe) Limited for the year ended 31<sup>st</sup> December 2003 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.

#### **Opinion**

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31<sup>st</sup> December 2003 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Thomas David, Chartered Accountants and Registered Auditors, Mercer House, 10 Watermark Way, Hertford, Herts.

2.604

Dated:

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2003

	Notes	2003	<u>2002</u>
		£	£
TURNOVER	1	3,562	3,887
Administrative Expenses		(3,361)	(3,677)
OPERATING SURPLUS		201	210
Interest Payable and Bank Charges		(38)	(62)
Interest Receivable		22	31
SURPLUS ON ORDINARY			
ACTIVITIES before Taxation	7	185	179
TAXATION			
Corporation Tax		-	4
		185	183
RESERVES brought forward		1,473	1,290
RESERVES carried forward		£1,658	£1,473

The notes form a part of these financial statements.

## **BALANCE SHEET AT 31ST DECEMBER 2003**

	Notes	2003	<u>3</u>	2002	1
TANGIBLE ASSET	_	£	£	£	£
Freehold Land at Cost	2		5		-
CURRENT ASSETS					
Debtors	3		4,813		3,773
Prepaid Expenses	4		313		447
Cash in Hand			-		91
					4.24.4
Deduct: CREDITORS			5,131		4,311
amounts falling due within one year					
Creditors	5	16		46	
Accrued Expenses	6	487	503	464	510
TOTAL NET ASSETS / (LIABILITIES)			£4,628		£3,801
10 1710 NOT ACCESTO (CIADIDITIES)			£4,020		#3,001
Represented by:-					
SHARE CAPITAL					
Authorised Issued and Fully Paid		No	£	No	£
Ordinary A Shares of £50 each		14	700	14	700
Ordinary B Shares of £1 each		50	50	50	50
		64	750	64	750
RESERVE FUND	8	==	2,220	_	1,578
MESERVE PURD	8		2,220		1,376
INCOME & EXPENDITURE ACCOUNT			1,658		1,473
			£4,628		£3,801

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.

The notes form a part of these financial statements.

Signed on behalf of the Board of Directors \_\_\_\_\_\_\_\_- Director

These accounts were approved by the Board of Directors on 27 May 2004

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2003

#### 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.

## **Tangible Fixed Asset**

Depreciation is not provided on the freehold property as, in the opinion of the Directors, the realisable value is higher than the book value and the residual value of the property will be at least equal to the book value.

2. FIXED ASSETS	<u>2003</u>	<u>2002</u>
Freehold Land at Cost & Net Book Value	£5	£Nil
3. <u>DEBTORS:</u> (Amounts falling due to the Company within one year)	<u>2003</u>	2002
Funds Held by Managing Agents	£ 4,813	£ 3,773
	£4,813	£3,773
4. PREPAID EXPENSES:  (Amounts that have been paid for but are	<u>2003</u>	<u>2002</u> £
in respect of the next Accounting Period)  Insurance Premiums	£ 313	253
Managing Agents Fees	-	130
Company Secretarial Fees	-	64
	£313 	£447 
5. <u>CREDITORS:</u> (Amounts falling due by the Company	<u>2003</u>	<u>2002</u>
within one year)  Maintenance Charges in Advance	£ 16	£ 46
	£16	£46

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2003

6.	ACCRUED EXPENSES:	<u>2003</u>	<u>2002</u>
	(Amounts owed by the Company for expenses incurred during the Current Accounting Period but not yet paid for)	£	£
	Communal Electricity Charges	12	13
	Managing Agents Fees	20	-
	Audit and Accountancy Fees	429	429
	Bank Charges and Interest	14	-
	Sundry Expenses	12	-
	Deferred Payment Charge	£487	£464
7.	SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES	<u>2003</u>	<u>2002</u>
	The Surplus/ (Deficit)on ordinary activities before taxation is stated after (charging) crediting the following:-	£	£
	Auditors Remuneration Bank Charges and Interest Paid Interest Received	(118) (38) 22	(180) (62) 31
8.	RESERVE FUNDS  Reserve Fund for Estate:-	2003 £	2002 £
	Brought forward	342	100
	Provided for the year	142	242
	Carried forward	£484	£342
	Reserve Fund for Flats:-		
	Brought forward	1,236	400
	Provided for the year	500	836
	Carried forward	£1,736	£1,236