Registered Number: 04490688

In England and Wales

# AVENUE HEIGHTS MANAGEMENT COMPANY LIMITED

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2004

A COMPANY LIMITED BY GUARANTEE



# A COMPANY LIMITED BY GUARANTEE

# **COMPANY INFORMATION**

DIRECTORS:

J. Blaha Esq.

G.P. Kerrlush Esq. S.G. Kerruish Esq. Ms. M.J. Palmer M.J. Richardson Esq.

COMPANY SECRETARY:

Hertford Company Secretaries Limited

REGISTERED OFFICE:

Belcon House Essex Road Hoddesdon Hertfordshire EN11 0DR

REGISTERED NUMBER:

04490688 (England and Wales)

**AUDITORS:** 

**Thomas David** 

Chartered Accountants and

Registered Auditors Mercer House 10 Watermark Way

Hertford

Hertfordshire SG13 7TZ

### 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  $30^{th}$  September 2004.

### **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**

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The Directors in office in the year were as follows:

J. Blaha Esq.
G.P. Kerrlush Esq.
S.G. Kerruish Esq.
Ms. M.J. Palmer
M.J. Richardson Esq.
Miss J.M. Armstrong {Res. 7.7.04}
J.D. Child Esq. {Res. 14.1.04}
G.C. Ketteridge Esq. {Res. 14.1.04}

The Company is limited by guarantee and has no share capital.

### **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.

# **AVENUE HEIGHTS MANAGEMENT COMPANY LIMITED** A COMPANY LIMITED BY GUARANTEE

# 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 21 4 0 5

### REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF AVENUE HEIGHTS MANAGEMENT COMPANY LIMITED A COMPANY LIMITED BY GUARANTEE

We have audited the financial statements of Avenue Heights Management Company Limited for the year ended 30th September 2004 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.

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 30th September 2004 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

1 home Thomas David, **Chartered Accountants** and Registered Auditors, Mercer House, 10 Watermark Way,

Hertford, Herts.

Dated: 27/4/05

# A COMPANY LIMITED BY GUARANTEE

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 2004

			19/07/2003 to
	Notes	<u>30/09/2004</u>	30/09/2003
		£	£
TURNOVER	1	15,547	7,006
Administrative Expenses		(15,451)	(4,636)
OPERATING SURPLUS / (DEFICIT)		96	2,370
Interest Payable and Bank Charges		(170)	(143)
Interest Receivable		29	•
SURPLUS/(DEFICIT) ON ORDINARY			
ACTIVITIES before Taxation	6	(45)	2,227
TAXATION			
Corporation Tax		-	-
		(45)	2,227
RESERVES/ (DEFICIT) brought forward		2,227	-
RESERVES/ (DEFICIT) carried forward		£2,182	£2,227

The notes form a part of these financial statements.

# A COMPANY LIMITED BY GUARANTEE

### **BALANCE SHEET AT 30TH SEPTEMBER 2004**

	Notes	30th Septem	<u>ber 2004</u>	30th Septem	ber 2003
CURRENT ASSETS		£	£	£	£
Debtors	2		901		1,995
Prepaid Expenses	3		2,080		1,462
Cash at Bank			4,464		287
			7,445		3,744
Deduct: CREDITORS					
amounts falling due within one year					
Creditors	4	928		319	
Accrued Expenses	5	4,335		1,198	
			5,263		1,517
TOTAL NET ASSETS / (LIABILITIES)			£2,182		£2,227
					======
Represented by:					
			£		£
INCOME & EXPENDITURE ACCOUNT			2,182		2,227
			£2,182		£2,227

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 . . . .

These accounts were approved by the Board of Directors on 21465 2004

### A COMPANY LIMITED BY GUARANTEE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2004

# 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.	<u>DEBTORS:</u>	<u>2004</u>	<u>2003</u>
	(Amounts falling due to the Company		
	within one year)		
		£	£
	Maintenance Charges in Arrear	901	1,995
		£901	£1,995
		======	=====
3.	PREPAID EXPENSES:	<u>38,260</u>	<u>37,894</u>
	(Amounts that have been paid for but are		<del></del>
	in respect of the next Accounting Period)	£	£
	Insurance Premiums	1,324	1,462
	Managing Agents Fees	756	· -
		£2,080	£1,462
		======	======
4.	CREDITORS:	<u>2004</u>	<u>2003</u>
	(Amounts falling due by the Company within one year)		
	• /	£	£
	Maintenance Charges in Advance	928	319
		£928	£319
		======	======

# A COMPANY LIMITED BY GUARANTEE

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2004

5.	ACCRUED EXPENSES:	<u>2004</u>	<u>2003</u>
	(Amounts owed by the Company for expenses		
	incurred during the Current Accounting	£	£
	Period but not yet paid for)		
	Communal Water Rates	5	3
	Communal Electricity Charges	2,213	-
	Cleaning, Garden Maintenance & Repairs	1,259	130
	Managing Agents Fees	-	503
	Audit and Accountancy Fees	562	492
	Bank Charges and Interest	-	35
	Deferred Payment Charge	158	35
	Company Secretarial Fees	138	-
		£4,335	£1,198
			=======
6.	SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES	<u>2004</u>	<u>2003</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	(177) (170) 29	(118) (143)