

**FORUM HOUSES LIMITED**

(A Company Limited by Guarantee)

**FINANCIAL STATEMENTS**

**FOR YEAR ENDED**

**30 JUNE 2002**

Company Registration Number 571637  
Charity Number 313111



**FORUM HOUSES LIMITED**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 30 JUNE 2002**

<b>CONTENTS</b>	<b>PAGES</b>
Members of the board and professional advisers	1
Trustees annual report	2 to 3
Independent auditors' report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 to 9

# **FORUM HOUSES LIMITED**

## **MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

### **The Board of Directors**

Bishop Basil Osborne - Chairman  
Rev. Micheal Fortounatto  
Elizabeth Houlton  
Irina Kirillova  
Anna Tatiana Prokosch  
Edwin John Roberson (retired 1 October 2001)  
Katherine Sidworthy  
Johnathan Sutton

### **Company Secretary**

Anna Tatiana Prokosch

### **Registered Office**

46 Ladbroke Grove  
London  
W11 2PA

### **Auditors**

Menzies  
Chartered Accountants & Registered Auditors  
Neville House  
55 Eden Street  
Kingston upon Thames  
Surrey  
KT1 1BW

### **Bankers**

Barclays Bank Plc  
PO Box 13  
8 George Street  
Richmond  
Surrey  
TW9 1JU

**FORUM HOUSES LIMITED**  
**TRUSTEES ANNUAL REPORT**  
**YEAR ENDED 30 JUNE 2002**

The Trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charitable company for the year ended 30 June 2002. The financial statements are prepared in accordance with the accounting policies set out on page 7 and comply with the company's Memorandum and Articles of Association and applicable law.

**LEGAL STATUS**

The company is a charitable company governed by its Memorandum and Articles of Association. The company is limited by guarantee and has no share capital.

**OBJECTIVES OF FORUM HOUSES LIMITED**

The principal activity of the charitable company during the year was the provision of affordable accommodation to students to rent and the maintenance of various educational and cultural functions.

**REVIEW OF ACTIVITIES AND FINANCIAL POSITION**

Forum Houses has continued to focus on the provision of affordable accommodation for ten students at 46 Ladbroke Grove, London in the year. Maintenance and repairs in the current year have cost £5,169 (2001: £12,729).

The financial position for the year are shown in the financial statements

**ORGANISATION**

The Directors shall have absolute discretion as to the admission of any person to the board of Directors and meet regularly to approve expenditure, read treasurers reports and make major decisions.

**THE DIRECTORS**

The Directors who served the charitable company during the period were as follows:

Bishop Basil Osborne  
Rev. Micheal Fortounatto  
Elizabeth Houlton  
Irina Kirillova  
Anna Tatiana Prokosch  
Edwin John Roberson (retired 1 October 2001)  
Katherine Sidworthy  
Johnathan Sutton

**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 affairs of the charitable company at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the Directors are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue its activities.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**AUDITORS**

A resolution to re-appoint Menzies as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

**FORUM HOUSES LIMITED**

**TRUSTEES ANNUAL REPORT (CONTINUED)**

**YEAR ENDED 30 JUNE 2002**

**SMALL COMPANY PROVISIONS**

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

Registered office:  
46 Ladbroke Grove  
London  
W11 2PA

Signed by order of the Board

Anna Tatiana Prokosch  
Company secretary

Approved by the Directors on ..... 3rd April 2003

Tatiana Prokosch

# FORUM HOUSES LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 30 JUNE 2002

We have audited the financial statements on pages 5 to 9 which 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 on page 8.

### RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS

The charitable company's directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' responsibilities on page 2.

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 Directors' Report is not consistent with the financial statements, if the charitable 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 charitable company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

### BASIS OF AUDIT OPINION

We conducted our audit in accordance with 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 in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 charitable company's state of affairs as at 30 June 2002 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Neville House  
55 Eden Street  
Kingston upon Thames  
Surrey  
KT1 1BW

14 April 2003

  
MENZIES  
Chartered Accountants  
& Registered Auditors

# FORUM HOUSES LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 30 JUNE 2002

	Note	Total Funds 2002 £	Total Funds 2001 £
<b>INCOMING RESOURCES</b>			
Interest receivable	3	1,064	1,809
Rents receivable		39,928	41,727
<b>TOTAL INCOMING RESOURCES</b>		<u>40,992</u>	<u>43,536</u>
<b>RESOURCES EXPENDED</b>			
<b>Charitable expenditure:</b>			
Costs in furtherance of charitable objects	4	29,945	35,568
Management and administration	5	4,847	2,692
<b>TOTAL RESOURCES EXPENDED</b>	6	<u>34,792</u>	<u>38,260</u>
<b>NET INCOMING RESOURCES AND NET INCOME FOR THE YEAR</b>	7	6,200	5,276
Balances brought forward		78,809	73,533
Balances carried forward		<u>85,009</u>	<u>78,809</u>

All movements are in Unrestricted Funds

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.

The notes on pages 7 to 9 form part of these financial statements.

# FORUM HOUSES LIMITED

## BALANCE SHEET

30 JUNE 2002

	Note	2002 £	£	2001 £	£
<b>FIXED ASSETS</b>					
Tangible assets	8		39,588		40,173
<b>CURRENT ASSETS</b>					
Debtors	9	985		1,013	
Cash at bank		48,462		41,271	
		49,447		42,284	
<b>CREDITORS: Amounts falling due within one year</b>	10	(4,026)		(3,648)	
<b>NET CURRENT ASSETS</b>			45,421		38,636
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			85,009		78,809
<b>NET ASSETS</b>			85,009		78,809
<b>FUNDS</b>					
Unrestricted	11		85,009		78,809
<b>TOTAL FUNDS</b>			85,009		78,809

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements were approved by the Board of Directors on the 3 Apr 03 and are signed on their behalf by:

*Basil Osborne*

Bishop Basil Osborne  
Director

The notes on pages 7 to 9 form part of these financial statements.



**FORUM HOUSES LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 JUNE 2002**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) under the historical cost convention, with the exception that the company's freehold buildings are treated in accordance with the policy set out below and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) and the Companies Act 1985. The principal accounting policies of the charitable company remain unchanged from the previous year and are set out below.

**Incoming resources**

Rental income is included in the accounts when received.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Furniture and equipment	- 10% per annum reducing balance
Fixtures and fittings	- 10% per annum reducing balance

The company's freehold buildings are not depreciated. The directors are of the opinion that the ongoing maintenance work undertaken keeps the properties to a high standard of repair. Accordingly, the directors consider that the useful economic lives of the buildings are so long and the residual values are such that any provision for depreciation would be immaterial in the context of the company's financial statements.

**Reserves**

The reserves and all income and expenditure are unrestricted and for the purpose of the charitable company's principle activity.

**Allocation of costs**

Expenditure incurred in respect of management, repair and maintenance of the property is allocated to Direct Charitable Expenditure. Expenditure incurred on audit, accountancy, bank charges and other sundry administrative activities is allocated to Management and Administration.

**2. INCOME FROM CHARITABLE TRADING ACTIVITIES**

The income and surplus on ordinary activities before taxation is attributable to the principle activity of the charitable company.

**3. INTEREST RECEIVABLE**

	2002 £	2001 £
Bank interest receivable	<u>1,064</u>	<u>1,809</u>

**4. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS**

	Total Funds 2002 £	Total Funds 2001 £
<b>Provision of charitable services:</b>		
Unrestricted funds		
Property maintenance and running costs	<u>29,945</u>	<u>35,568</u>

**Analysis of provision of charitable services:**

	Depreciation £	Other costs £	Total 2002 £	Total 2001 £
Unrestricted funds	<u>585</u>	<u>29,360</u>	<u>29,945</u>	<u>35,568</u>

**FORUM HOUSES LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 JUNE 2002**

**5. MANAGEMENT AND ADMINISTRATION**

	Total Funds 2002 £	Total Funds 2001 £
Office costs	316	769
Accountancy fees	941	958
Audit fees	940	950
Legal fees	2,635	-
Annual return fee	15	15
	<u>4,847</u>	<u>2,692</u>

No expenses were reimbursed to the members of the committee during the year.

**6. TOTAL RESOURCES EXPENDED**

	Depreciation £	Other costs £	Total Funds 2002 £	Total Funds 2001 £
Direct charitable expenditure	585	29,360	29,945	35,568
Management and administration	-	4,847	4,847	2,692
	<u>585</u>	<u>34,207</u>	<u>34,792</u>	<u>38,260</u>

No salaries or wages have been paid to employees, including the members of the committee, during the year.

**7. INCOME AND SURPLUS ON ORDINARY ACTIVITIES**

The surplus is stated after charging:

	2002 £	2001 £
Depreciation	585	651
Auditors' fees	<u>940</u>	<u>950</u>

**FORUM HOUSES LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 JUNE 2002**

**8. TANGIBLE FIXED ASSETS**

	Freehold property £	Equipment £	Fixtures & fittings £	Total £
<b>COST</b>				
At 1 July 2001 and 30 June 2002	<u>34,322</u>	<u>1,904</u>	<u>14,830</u>	<u>51,056</u>
<b>DEPRECIATION</b>				
At 1 July 2001	—	1,837	9,046	10,883
Charge for the year	—	7	578	585
At 30 June 2002	<u>—</u>	<u>1,844</u>	<u>9,624</u>	<u>11,468</u>
<b>NET BOOK VALUE</b>				
At 30 June 2002	<u>34,322</u>	<u>60</u>	<u>5,206</u>	<u>39,588</u>
At 30 June 2001	<u>34,322</u>	<u>67</u>	<u>5,784</u>	<u>40,173</u>

At 30 June 1999 the charitable company's freehold property was valued by the directors on an open market, existing use basis at at least £700,000.

**9. DEBTORS**

	2002 £	2001 £
Prepayments	<u>985</u>	<u>1,013</u>

All amounts included above are considered receivable within one year of the balance sheet date.

**10. CREDITORS: Amounts falling due within one year**

	2002 £	2001 £
Other creditors	<u>4,026</u>	<u>3,648</u>

**11. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS**

	Tangible fixed assets £	Other net assets £	Total £
Unrestricted funds	<u>39,588</u>	<u>45,421</u>	<u>85,009</u>

**12. CONTROLLING PARTY**

The charitable company is controlled by the directors who form the management committee and are also the trustees of the charitable company.