

897907

NATIONAL ASSOCIATION OF ESTATE AGENTS

REPORTS AND ACCOUNTS - CONSOLIDATED

FOR THE YEAR ENDED 31 DECEMBER 2000



STILES & COMPANY
REGISTERED AUDITORS
2, LAKE END COURT,
TAPLOW ROAD, TAPLOW,
MAIDENHEAD, BERKS.
SL6 0JQ

NATIONAL ASSOCIATION OF ESTATE AGENTS

REPORTS AND ACCOUNTS

CONTENTS

	<u>PAGE</u>
OFFICERS	1
DIRECTORS' REPORT	2 - 3
AUDITORS' REPORT	4
BALANCE SHEET	5
PROFIT AND LOSS ACCOUNT	6
ACCOUNTING POLICIES	7
NOTES TO THE ACCOUNTS	8 - 10

The following do not form part of the statutory accounts:

DETAILED PROFIT AND LOSS ACCOUNT

NATIONAL ASSOCIATION OF ESTATE AGENTS

OFFICERS AND PROFESSIONAL ADVISERS

Directors: G. L. Ashworth
J. F. Atkins
M. A. Baldeston
G. D. Diep
K. W. Faulkner
R. D. S. Fisher
R. R. Hair
G. T. Harris
M. D. Jones
M. S. Kieve
P. D. Light
S. A. G. Lilly
N. J. T. Pedersen
J. Pring
H. W. Robertson
J. P. G. Smith
J. H. Smith
I. Thompson
R. I. Tonge
J. Westby
M. N. Williams

Company Secretary: H. Dunsmore - Hardy

Registered Office: Arbon House,
21 Jury Street,
Warwick,
CV34 4EH

Auditors: Stiles & Company
Registered Auditors
2 Lake End Court,
Taplow Road,
Maidenhead, Berks.
SL6 0JQ.

Bankers: Barclays Bank PLC.

Registered Number: 897907

NATIONAL ASSOCIATION OF ESTATE AGENTS

DIRECTORS' REPORT

The directors present their annual report and the audited financial statements for the year ended 31 December 2000.

ACTIVITIES

The company's principal business for the year under review was that of the promotion of unity and understanding amongst Estate agents and there were no significant changes in the company's activities.

RESULTS AND DIVIDENDS

The deficiency for the year, after taxation and extraordinary items, was (£6,077) (1999 £102,386). No transfers to reserves were made other than from the income and expenditure account.

REVIEW OF BUSINESS DEVELOPMENTS

The directors consider the resulting deficiency from ordinary activities before taxation to be and the state of affairs of the company to be satisfactory.

DIRECTORS AND THEIR INTERESTS

The directors in office during the year are as follows:

G. L. Ashworth
J. F. Atkins
M. A. Balderton
G. D. Diep
K. W. Faulkner
R. D. S. Fisher
R. R. Hair
G. T. Harris
M. D. Jones
M. S. Kieve
P. D. Light
S. A. G. Lilly
N. J. T. Pedersen
J. Pring
H. W. Robertson
J. P. G. Smith
J. H. Smith
I. Thompson
R. I. Tonge
J. Westby
M. N. Williams

The association being a company limited by guarantee the directors have no interest in the capital of the association.

NATIONAL ASSOCIATION OF ESTATE AGENTS

DIRECTORS' REPORT (continued)

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficiency of the company for that year. In preparing those accounts, the directors are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- d) prepare the accounts 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 accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

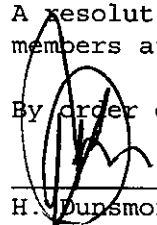
EMPLOYMENT OF DISABLED PERSONS

It is the company's policy to give full consideration to suitable applications for employment from disabled persons. Opportunities also exist for employees who become disabled to continue in their employment or to be trained for other positions within the company.

AUDITORS

A resolution to re-appoint Stiles & Company as auditors will be put to the members at the Annual General Meeting.

By order of the Board


H. Dunsmore Hardy Secretary

Dated: 3.7.2001

AUDITORS' REPORT TO THE MEMBERS OF
NATIONAL ASSOCIATION OF ESTATE AGENTS

We have audited the accounts on pages 5 - 10 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described in the directors' report on pages 2 - 3, the company's directors are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

BASIS OF 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 accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, 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 accounts 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 accounts.

OPINION

In our opinion the accounts give a true and fair view of the state of the company's affairs at 31 December 2000 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Stiles & Co.
Registered Auditors
2 Lake End Court,
Taplow Road,
Maidenhead, Berks.
SL6 0JQ

Stiles & Co.

Stiles & Co.

Dated: ... 3 ... 7 ... 2001

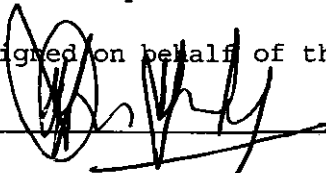
NATIONAL ASSOCIATION OF ESTATE AGENTS

BALANCE SHEET AS AT 31 DECEMBER 2000

		<u>2000</u>	<u>1999</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>			
Tangible assets	2	489,262	512,711
<u>CURRENT ASSETS</u>			
Stocks	3	22,912	21,611
Debtors	4	211,543	86,267
Cash at bank and in hand		1,390,841	1,425,629
		<hr/>	<hr/>
		1,625,296	1,533,507
<u>CREDITORS:</u>			
Amounts falling due within one year	5	583,885	509,468
		<hr/>	<hr/>
NET CURRENT ASSETS		1,041,411	1,024,039
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		£ 1,530,673	£ 1,536,750
		=====	=====
<u>CAPITAL AND RESERVES</u>			
Reserves		60,000	80,000
Revaluation Reserve	6	285,000	285,000
Profit and loss account	7	1,185,673	1,171,750
		<hr/>	<hr/>
	8	£ 1,530,673	£ 1,536,750
		=====	=====

These accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

Signed on behalf of the board of directors



 Secretary

Dated: 3 July 2001

The notes on pages 7 to 10 form part of these accounts.

NATIONAL ASSOCIATION OF ESTATE AGENTS

INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2000

	<u>Note</u>	<u>2000</u> £	£	<u>1999</u> £	£
Turnover		1,867,533		1,778,087	
Cost of sales		996,581		892,935	
Gross profit		870,952		885,152	
Net operating expenses		948,156		840,311	
Operating (loss) / profit					
	2	(77,204)		44,841	
		=====		=====	
(Loss) / Surplus on ordinary activities before interest		(77,204)		44,841	
Interest receivable and similar income	3	87,628		72,157	
Interest payable and similar charges	4	(314)		-	
Surplus on ordinary activities before taxation		10,110		116,998	
Taxation	5	16,187		14,612	
(Loss) / Surplus on ordinary activities after taxation		(6,077)		102,386	
		=====		=====	
Retained (Loss) / Surplus for the year		(6,077)		102,386	
Amounts transferred from/(to) reserves		20,000		-	
Retained Surplus brought forward		1,171,750		1,069,364	
Retained Surplus carried forward		£ 1,185,673		£ 1,171,750	
		=====		=====	

Continuing Operations

None of the company's activities were acquired or discontinued during the above two financial years.

Total Recognised Gains and Losses

The company has no recognised gains or losses other than the surplus or deficit for the above two financial years.

The notes on pages 6 to 10 form part of these accounts.

NATIONAL ASSOCIATION OF ESTATE AGENTS

NOTES TO THE ACCOUNTS - 31 DECEMBER 2000

1 ACCOUNTING POLICIES

Accounting Convention

The accounts are prepared under the historical cost convention. The principal accounting policies which the directors have adopted within that convention are set out below, as modified to include the revaluation of certain assets as detailed below.

Turnover

Turnover comprises members subscriptions and the invoiced value of goods and services supplied by the association exclusive of value added tax and discounts.

Depreciation of Tangible Assets

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life:

Leasehold Premises	Over the term of the lease
Fixtures and Fittings	10% on cost
Library Books	25% of W D V
Office Equipment	25% of W D V
Motor Vehicles	25% of Cost

No depreciation has been provided with regards to the Associations freehold property. The Associations property is maintained at all times in a sound condition and to a high standard. Accordingly the directors are of the opinion that the length of life and residual value of the property is such that any depreciation charge would not be material.

Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for any obsolete or slow moving items.

Taxation

Corporation tax is provided for at the appropriate rate on Bank Interest, and Building Society Interest (grossed up), less credit for notional income tax already borne, and on net rents received by the Compensation Fund from third parties.

Deferred taxation is provided for under the liability method using the tax rates estimated to arise when the timing differences reverse and is accounted for to the extent that it is probable that a liability or asset will crystallise.

Research and Development

Expenditure on research and development incurred in the year has been written off.

Foreign Currencies

Any transactions in foreign currencies during the year have been recorded at the rate of exchange ruling at the date of the transaction. Assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the balance sheet date.

Directors

There were no transactions with directors during the year that require disclosure.

Cash Flow Statement

The company claims the entitlement to exemption from FRS1 on the grounds that it is a small company as defined by the Companies Act 1985.

NATIONAL ASSOCIATION OF ESTATE AGENTS

NOTES TO THE ACCOUNTS (continued) - 31 DECEMBER 2000

2 TANGIBLE FIXED ASSETS

	<u>Land and Buildings</u> £	<u>Plant and Equipment</u> £	<u>Motor Vehicles</u> £	<u>Fixtures and Fittings</u> £	<u>Total</u> £
<u>Cost or valuation</u>					
Brought forward	523,147	13,546	46,315	149,481	732,489
Carried forward	523,147	13,546	46,315	149,481	732,489
<u>Depreciation</u>					
Brought forward	46,266	12,106	28,395	142,784	229,551
Provision for the year	14,628	360	11,580	1,674	28,242
Carried forward	60,894	12,466	39,975	144,458	257,793
<u>Net book value</u>					
2000	462,253 =====	1,080 =====	6,340 =====	5,023 =====	474,696 =====
1999	476,881 =====	1,440 =====	17,920 =====	6,697 =====	502,938 =====

SPECIFIC FIXED ASSETS

Investment R.E.A.T.E.A.		14,566	9,773
		£ 14,566 =====	£ 9,773 =====

3 STOCKS

	2000 £	1999 £
Stock at Valuation	22,912	21,611
	£ 22,912 =====	£ 21,611 =====

4 DEBTORS

	2000 £	1999 £
Trade and Other Debtors	101,044	43,502
Taxation	-	2,678
Prepayments	110,499	40,087
	£ 211,543 =====	£ 86,267 =====

NATIONAL ASSOCIATION OF ESTATE AGENTS

NOTES TO THE ACCOUNTS (continued) - 31 DECEMBER 2000

5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2000	1999
	£	£
Bank Loans and Overdrafts	10,209	-
Trade and Other Creditors	475,405	425,749
Taxation and Social Security	27,691	23,168
Accruals	70,580	60,551
	<hr/>	<hr/>
	£ 583,885	£ 509,468
	=====	=====

6 REVALUATION RESERVE

	2000	1999
	£	£
Brought forward	285,000	285,000
	<hr/>	<hr/>
Carried forward	£ 285,000	£ 285,000
	=====	=====

7 RESERVES

Revenue Reserves

	2000	1999
	£	£
Balance Brought Forward	1,171,750	1,069,364
(Loss)/Surplus for the year	(6,077)	102,386
Transfers to/from reserve	20,000	-
	<hr/>	<hr/>
Balance Carried Forward	£ 1,185,673	£ 1,171,750
	=====	=====

8 RECONCILIATION OF MOVEMENTS IN FUNDS

	2000	1999
	£	£
Profit for the Year	13,923	102,386
Transfer from Reserves	(20,000)	-
	<hr/>	<hr/>
Net (Reduction) / Addition to Funds	(6,077)	102,386
Funds Brought Forward	1,536,750	1,434,364
	<hr/>	<hr/>
Funds Carried Forward	£ 1,530,669	£ 1,536,750
	=====	=====

NATIONAL ASSOCIATION OF ESTATE AGENTS

NOTES TO THE ACCOUNTS (continued) - 31 DECEMBER 2000

9 OPERATING (LOSS)/PROFIT

	2000	1999
Operating (loss)/profit is shown after charging:		
	£	£
Depreciation on Tangible Fixed Assets	28,242	28,920
Auditors' Remuneration	5,400	5,250
	=====	=====

10 INTEREST RECEIVABLE AND SIMILAR INCOME

	2000	1999
	£	£
Bank Interest	55,532	42,182
Building Society Interest	32,096	29,975
	-----	-----
	£ 87,628	£ 72,157
	=====	=====

11 INTEREST PAYABLE AND SIMILAR CHARGES

	2000	1999
	£	£
Bank Interest	314	-
	-----	-----
	£ 314	£ -
	=====	=====

12 TAXATION

	2000	1999
	£	£
U.K. Corporation Tax		
Provision based upon interest received in the year	£ 17,473	£ 14,612
	=====	=====