

**CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED**

**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2012**

**(Company No 1552088 - Registered in England & Wales)**

**Mark Seldon & Co  
-Chartered Accountant -  
10 Sherwood Close  
Bracknell  
Berkshire RG12 2SB**

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COMPANIES HOUSE

#250

*CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED*

**Company Information**

<b>Company Number</b>	- 1552088
<b>Directors</b>	- M F Rueker L S Mattinson P W L Watson
<b>Company Secretary</b>	- M Cleaver
<b>Registered Office</b>	- Keepers Cottage Bearwood Road Wokingham Berkshire RG41 4SJ
<b>Bankers</b>	HSBC Bank plc 1-2 Market Place Wokingham Berkshire RG40 1AL
<b>Accountant</b>	- Mark Seldon & Co Chartered Accountant 10 Sherwood Close Bracknell Berkshire RG12 2SB

# **CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED**

## **REPORT OF THE DIRECTORS**

**For the year ended 31 December 2012**

The directors present their Report and Financial Statements of the Company for the year ended 31 December 2012.

### **REVIEW OF THE BUSINESS**

The company continued throughout the year with its non trading activity of acting as the trustee manager of the common parts and gardens of Caxton House, a block of 15 long leasehold residential flats on behalf of its members, who provide all the funding for its activities. Under its Memorandum of Association, the Company is non profit making, whereby all its income must be applied towards the Company's objects, as set out therein.

### **DIRECTORS**

The directors of the Company throughout the year, together with the beneficial interests of those serving at the 31 December 2012 in its ordinary share capital at 31 December 2012 and 2011, were as follows:

	Ordinary Shares of £10 each	
	2012	2011
M F Rueker	1	1
L S Mattinson	1	1
P W L Watson	1	1

### **DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each year which give a true and fair view of the state of affairs of the company and of its income and expenditure for that period. In preparing the 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 ensuring that the financial statements comply with the Companies Act 2006. 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

*CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED*

**REPORT OF THE DIRECTORS**

**For the year ended 31 December 2012 (continued)**

**AUDITORS**

The Company has taken advantage of the exemption, conferred by S477 Companies Act 2006, not to have these accounts audited and the directors confirm that no notice has been deposited under S 476.

The directors have taken advantage in the preparation of their report of the exemptions applicable to small companies as set out in Chapter 5 of Part 15 of the Companies Act 2006.

Signed on behalf of the Board



**M CLEAVER**  
Company Secretary

*M Cleaver* 2013

Registered Office:

Keepers Cottage  
Bearwood Road  
Wokingham  
Berkshire RG41 4SJ.

**CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED**

**INCOME AND EXPENDITURE ACCOUNT**

For the year ended 31 December 2012

	Notes	2012		2011	
		£	£	£	£
<b>INCOME</b>					
Contributions from lease holders:					
Maintenance			13,500		12,600
Replacement windows levy			<u>3,000</u>		<u>-</u>
			16,500		12,600
<b>EXPENDITURE</b>					
Cleaning and window cleaning		1,400		1,317	
Gardening		394		556	
Electricity		395		381	
General repairs and maintenance		1,267		2,362	
Replacement windows to common parts		15,408		-	
Pest control		603		597	
Insurance		1,463		1,734	
Parking enforcement			-		(33)
Fire risk assessment		531		-	
Management fees		2,160		1,972	
Accountancy		462		456	
Sundry expenses		68		142	
Bank charges		118		-	
Statutory fees		<u>13</u>		<u>30</u>	
			<u>24,282</u>		<u>9,514</u>
<b>OPERATING (DEFICIT) / SURPLUS</b>			(7,782)		3,086
<b>INVESTMENT INCOME</b>					
Interest received gross		-		-	
Corporation tax	3	<u>-</u>		<u>-</u>	
			<u>-</u>		<u>-</u>
<b>SURPLUS FOR THE YEAR</b>			(7,782)		3,086
<b>CONTINGENCY RESERVES B/FWD</b>			<u>7,266</u>		<u>4,180</u>
<b>ACCUMULATED (DEFICIT) / RESERVES C/FWD</b>		£	<u>(516)</u>	£	<u>7,266</u>

**CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED**

**BALANCE SHEET**

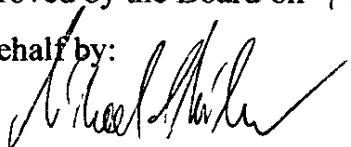
**As at 31 December 2012**

	Note	2012 £	2011 £
<b>FIXED ASSETS</b>	4	-	-
<b>CURRENT ASSETS</b>			
Debtors	5	2,736	889
Cash at Bank		<u>14,941</u>	<u>10,438</u>
		<u>17,677</u>	<u>11,327</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due within one year:	6	<u>18,043</u>	<u>3,911</u>
<b>NET CURRENT (LIABILITIES) / ASSETS</b>		£ <u>(366)</u>	£ <u>7,416</u>
<b>Represented by:</b>			
<b>CAPITAL AND RESERVES</b>			
Called up share capital	7	150	150
Accumulated (Deficit) / Reserves		<u>(516)</u>	<u>7,266</u>
		£ <u>(366)</u>	£ <u>7,416</u>

The exemption, conferred by S.477 Companies Act 2006, not to have these accounts audited applies to the Company for the year under review and the directors confirm that no notice has been deposited under S 476 Companies Act 2006 in respect of that year

The directors acknowledge their responsibilities for ensuring that

- (i) The Company keeps accounting records which comply with S.386 Companies Act 2006, and
- (ii) The accounts give a true and fair view of the state of affairs of the Company as at 31 December 2012 and of its income and expenditure for the year then ended, in accordance with the requirements of S 393 and otherwise comply with the requirements of Companies Act 2006 relating to its accounts, so far as is applicable to a 'small company'

Approved by the Board on 18/06 2013 and signed on  
its behalf by:  
  
M F RUEKER - Director

# *CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED*

## NOTES TO THE FINANCIAL STATEMENTS

As at 31 December 2012

### 1. ACCOUNTING POLICIES

a) The financial statements are prepared under the historical cost accounting convention.

b) The Company's sole source of funds is derived from contributions from members towards the upkeep and maintenance of the common parts of the property. The Company is prohibited by its Memorandum of Association to make a profit and, therefore, all surpluses of income over expenditure are held in a contingency reserve to be applied towards the objectives of the Company in future years.

c) Turnover represents the members' contributions, towards the maintenance and administration costs of managing the property, receivable by the Company in respect of the financial year under review.

The company makes neither profit nor loss and any surplus of contributions received over expenditure incurred is carried forward as a contingency reserve to meet future expenditure. The net current assets that represent this reserve are held by the Company in trust for the long leaseholders, who are the sole members of the Company

As a result of the nature of the principal business, set out above, the directors have decided to depart from the required profit and loss formats, set out in S.396 Companies Act 2006 and related Regulations, and adopt an Income and Expenditure format that more appropriately reflects the activity of the Company

d) Corporation tax is payable on any investment income generated by the Company, but the Company is currently treated by H M Revenue & Customs as a dormant company for tax purposes, as its investment income is minimal.

### 2. ADMINISTRATIVE EXPENSES

	2012	2011
	£	£
Directors' remuneration	-	-

### 3. TAXATION

There is no charge to corporation tax for the year.

*CAXTON HOUSE (READING) RESIDENTS ASSOCIATION LIMITED*

NOTES TO THE FINANCIAL STATEMENTS

As at 31 December 2012

4. FIXED ASSETS

Freehold land

Company owns the freehold interest in Caxton House, including the common parts and communal grounds. The purchase price was borne by the members, who are the long leaseholders of the property and, in the opinion of the directors, its value lies with the long leasehold interests held by the members, rather than with the Company. As a result the asset is carried at £nil value in the balance sheet.

5. DEBTORS

	2012	2011
	£	£
Maintenance contributions outstanding	65	280
Other debtor	-	-
Prepayments and accrued income	<u>2,671</u>	<u>609</u>
	<u>£ 2,736</u>	<u>£ 889</u>

6. CREDITORS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Contributions from members deferred to following year	85	385
Deposits - remote control units and parking permits	1,450	1,420
Accrued expenditure	<u>16,508</u>	<u>2,106</u>
	<u>£ 18,043</u>	<u>£ 3,911</u>

7. CALLED UP SHARE CAPITAL

	2012	2011
	£	£
Authorised, allotted, issued and fully paid:		
15 Ordinary shares of £10 each	<u>£ 150</u>	<u>£ 150</u>