

COMPANY REGISTRATION NUMBER 02001028

**CHARLOTTE HOUSE MANAGEMENT LIMITED**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2012**

FRIDAY



A40      25/01/2013      #281  
COMPANIES HOUSE

# **CHARLOTTE HOUSE MANAGEMENT LIMITED**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

<b>CONTENTS</b>	<b>PAGE</b>
The directors' report	<b>1</b>
Chartered accountants' report to the board of directors	<b>2</b>
Income and expenditure account	<b>3</b>
Balance sheet	<b>4</b>
Notes to the financial statements	<b>5</b>

# **CHARLOTTE HOUSE MANAGEMENT LIMITED**

## **THE DIRECTORS' REPORT**

**YEAR ENDED 31 MARCH 2012**

The directors have pleasure in presenting their report and the unaudited financial statements of the company for the year ended 31 March 2012

### **PRINCIPAL ACTIVITIES**

The company's principal activity continued to be that of the management and maintenance of Charlotte House, 8 Bramley Hill, Croydon

### **DIRECTORS**

The directors who served the company during the year were as follows

Miss S Stafford  
Mr M Santarini

### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

Registered office  
Charlotte House  
8 Bramley Hill  
South Croydon  
Surrey  
CR2 6LY

Signed by order of the directors



MISS SUZANNE STAFFORD  
Company Secretary

Approved by the directors on 22<sup>nd</sup> December 2012

**CHARLOTTE HOUSE MANAGEMENT LIMITED**  
**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF**  
**DIRECTORS ON THE UNAUDITED FINANCIAL STATEMENTS OF**  
**CHARLOTTE HOUSE MANAGEMENT LIMITED**  
**YEAR ENDED 31 MARCH 2012**

In accordance with our terms of engagement, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this 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 Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 March 2012 your duty to ensure that the company has kept adequate accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



COOLEY & CO  
Chartered Accountants

Sampuran House  
3a Chislehurst Road  
Orpington  
Kent  
BR6 0DF

24<sup>th</sup> December 2012

# **CHARLOTTE HOUSE MANAGEMENT LIMITED**

## **INCOME AND EXPENDITURE ACCOUNT**

**YEAR ENDED 31 MARCH 2012**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>TURNOVER</b>	<b>4,500</b>	<b>4,500</b>
Administrative expenses	<b>4,252</b>	<b>6,423</b>
	<hr/>	<hr/>
<b>SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	<b>248</b>	<b>(1,923)</b>
Tax on surplus/(deficit) on ordinary activities	<b>-</b>	<b>-</b>
	<hr/>	<hr/>
<b>SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>	<b><u>248</u></b>	<b><u>(1,923)</u></b>

The notes on pages 5 to 6 form part of these financial statements

# CHARLOTTE HOUSE MANAGEMENT LIMITED

## BALANCE SHEET

31 MARCH 2012

	Note	2012 £	£	2011 £
<b>CURRENT ASSETS</b>				
Debtors	2	10		10
Cash at bank		<u>2,225</u>		<u>1,978</u>
		2,235		1,988
<b>CREDITORS: Amounts falling due within one year</b>	3	<u>388</u>		<u>388</u>
<b>NET CURRENT ASSETS</b>			<u>1,847</u>	<u>1,600</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>1,847</u>	<u>1,600</u>
<b>CAPITAL AND RESERVES</b>				
Called-up equity share capital	5		5	5
Redecoration and maintenance reserve	6		<u>1,842</u>	<u>1,595</u>
<b>SHAREHOLDERS' FUNDS</b>			<u>1,847</u>	<u>1,600</u>


The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act

The directors acknowledge their responsibilities for

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the directors and authorised for issue on 22<sup>nd</sup> December 2012 and are signed on their behalf by



MISS S STAFFORD  
Director

Company Registration Number 02001028

The notes on pages 5 to 6 form part of these financial statements

# CHARLOTTE HOUSE MANAGEMENT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

### 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 April 2008)

#### Turnover

Turnover represents service charges receivable from the residential lessees

### 2. DEBTORS

	2012	2011
	£	£
Trade debtors	<u>10</u>	<u>10</u>

### 3. CREDITORS: Amounts falling due within one year

	2012	2011
	£	£
Other creditors	<u>388</u>	<u>388</u>

### 4. RELATED PARTY TRANSACTIONS

The directors and the shareholders are all lessees of the property managed by the company. Annual management fees of £900 (2011- £900) were paid by each of the shareholders of the company, including the two directors.

### 5. SHARE CAPITAL

#### Allotted, called up and fully paid:

	2012		2011	
	No	£	No	£
5 Ordinary 'A' shares of £0.25 each	5	1	5	1
15 Ordinary 'B' shares of £0.25 each	15	4	15	4
	<u>20</u>	<u>5</u>	<u>20</u>	<u>5</u>

# **CHARLOTTE HOUSE MANAGEMENT LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

### **6. REDECORATION AND MAINTENANCE RESERVE**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Redecoration and maintenance reserve</b>		
Balance brought forward	<b>1,595</b>	<b>3,518</b>
Transfer from/(to) the Income and Expenditure Account	<b>247</b>	<b>(1,923)</b>
	<b><u>1,842</u></b>	<b><u>1,595</u></b>

### **7. INCOME AND EXPENDITURE ACCOUNT**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Surplus/(deficiency) for the financial year	<b>248</b>	<b>(1,923)</b>
Transfer to/(from) redecoration and maintenance reserve	<b>(248)</b>	<b>1,923</b>
Balance carried forward	<b><u>-</u></b>	<b><u>-</u></b>