

**MANOR MANAGEMENT COMPANY LIMITED**

**REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2007**

**REGISTERED NUMBER**

**02405495**





**MANOR MANAGEMENT COMPANY LIMITED**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2007**

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**MANOR MANAGEMENT COMPANY LIMITED**

**COMPANY INFORMATION  
FOR THE YEAR ENDED 31 JANUARY 2007**

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<b>DIRECTORS:</b>	Matthew James	(Resigned 01/02/2006)
	Sharmilee Desai (Alternate Director for Matthew James)	(Resigned 01/02/2006)
	Paul Beasley	(Appointed 01/02/2006)
	David Paine	(Resigned 11/05/2007)
	Martin McGuire (Alternate Director for David Paine)	(Resigned 11/05/2007)
	John Ravenscroft (Alternate Director for Paul Beasley)	(Appointed 11/05/2007)

<b>SECRETARY:</b>	Michael Evans	(Resigned 06/10/2006)
	Paolo Alonzi	(Appointed 06/10/2006)
		(Resigned 11/05/2007)
	Roy Leonard Carter	(Appointed 11/05/2007)

**REGISTERED OFFICE:** 33 Cavendish Square  
London  
W1A 2NF



## **MANOR MANAGEMENT COMPANY LIMITED**

### **DIRECTORS' REPORT**

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The directors' present their annual report and financial statements for the year ended 31 January 2007

### **PRINCIPAL ACTIVITIES**

This is a non profit making company who's principal activity is that of managing the provision of maintenance, repair and other services to the communal areas of the Crawley Business Quarter development

### **INCORPORATION**

The Company was incorporated on 18th July 1989

### **DIRECTORS AND THEIR INTERESTS**

The directors who held office during the period are disclosed on page 1

As at 31 January 2007 none of the directors held any interests in the ordinary share capital of the business

### **DIRECTOR'S 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 company as at the end of the financial year 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, and
- \* 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 enable them to ensure that the financial statements comply with the Companies Act 1985 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

The above report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities

Approved by the board of directors and signed on their behalf by

Director



14/11/2007  
Date



**MANOR MANAGEMENT COMPANY LIMITED**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31 JANUARY 2007**

	Notes	2007 £	2006 £
<b>OPERATING INCOME</b>	<b>1</b>	21,635	31,316
Administrative expenses	<b>2</b>	(23,277)	(34,495)
<b>OPERATING DEFICIT</b>		<u>(1,642)</u>	<u>(3,179)</u>
Other interest receivable and similar income	<b>3</b>	89	329
<b>DEFICIT FOR YEAR</b>		<u><u>(1,553)</u></u>	<u><u>(2,850)</u></u>

The notes on pages 5 - 6 form part of the financial statements



**MANOR MANAGEMENT COMPANY LIMITED**

**BALANCE SHEET  
AS AT 31 JANUARY 2007**

	Notes	2007 £	2006 £
<b>CURRENT ASSETS</b>			
Debtors	4	3,189	14,708
Cash at bank and in hand	5	<u>140</u>	<u>3,702</u>
		3,329	18,411
<b>CURRENT LIABILITIES</b>			
Creditors	6	(3,229)	(18,311)
<b>NET ASSETS</b>		<u>100</u>	<u>100</u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	7	100	100
<b>TOTAL SHAREHOLDER FUNDS</b>		<u>100</u>	<u>100</u>

For the year ended 31 January 2007 the company was entitled to exemption under section 249A(1) of the Companies Act 1985

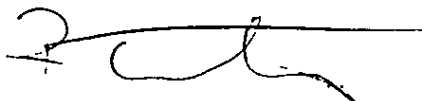
Members have not required the company to obtain an audit in accordance with section 249B(2) of the companies Act 1985

The directors acknowledge their responsibility for

- i) ensuring the company keeps accounting records which comply with section 221, and
- ii) preparing accounts 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 profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company

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

Approved by the board of directors and signed on their behalf by



Company Secretary

14/11/2007  
Date

The notes on pages 5 - 6 form part of the financial statements



# **MANOR MANAGEMENT COMPANY LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2007**

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### **1 ACCOUNTING POLICIES**

#### **Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 1985

#### **Operating Income**

Income represents amounts receivable, excluding value added tax, in respect of management services rendered during the year

### **2 ADMINISTRATION EXPENSES**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Landscaping	5,916	4,835
Sundry expenses	450	450
Insurance	2,029	1,899
Legal and professional fees	4,223	3,575
Repairs and maintenance	9,566	21,300
Security and contract costs	(959)	959
Light and heat	1,891	1,312
Water rates	161	165
	<u>23,277</u>	<u>34,495</u>

### **3 INTEREST RECEIVABLE**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Bank interest received	<u>89</u>	<u>329</u>

### **4 DEBTORS**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
<b>DUE WITHIN ONE YEAR</b>		
Trade debtors	2,924	12,666
Share capital owed	100	100
VAT	165	639
Prepayments	-	1,303
	<u>3,189</u>	<u>14,708</u>

### **5 CASH AT BANK AND IN HAND**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Bank balance	<u>140</u>	<u>3,702</u>



**MANOR MANAGEMENT COMPANY LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2007**

<b>6 CREDITORS</b>	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
<b>DUE WITHIN ONE YEAR</b>		
Trade creditors	3,229	10,038
Accruals	-	4,135
Prepaid Income	-	4,138
	<u>3,229</u>	<u>18,311</u>
<b>7 SHARE CAPITAL</b>	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
<b>Authorised:</b>		
100 Ordinary shares of £1 each	100	100
2 Redeemable Ordinary shares of £1 each	2	2
	<u>102</u>	<u>102</u>
<b>Issued:</b>		
100 Ordinary shares of £1 each	<u>100</u>	<u>100</u>