

MANOR MANAGEMENT COMPANY LIMITED

**REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 JANUARY 2004



REGISTERED NUMBER

2405495

MANOR MANAGEMENT COMPANY LIMITED

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2004**

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MANOR MANAGEMENT COMPANY LIMITED

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 JANUARY 2004**

DIRECTOR(S):	David Graham Paine	(Appointed 19/11/2001)
	John Paul Matthews	(Resigned 12/02/2004)
	Mathew William James	(Appointed 12/02/2004)

SECRETARY:	Nicola Catterall	(Resigned 01/07/2004)
	Mike Evans	(Appointed 01/07/2004)

REGISTERED OFFICE:	Level 1, Exchange House
	Primrose Street
	London
	EC2A 2HS

SOLICITORS :	Herbert Smith
	Exchange House
	Primrose Street
	London
	EC2A 2HS

MANOR MANAGEMENT COMPANY LIMITED

DIRECTORS' REPORT

The directors' present their annual report and financial statements for the year ended 31 January 2004.

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.

DIRECTOR'S RESPONSIBILITIES

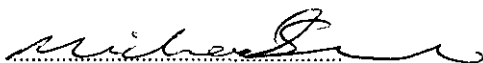
Company law requires the directors' to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for that period. In preparing those financial statements, the 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 on 29th Nov 2004
and signed on its behalf by



Michael Evans
Company Secretary

MANOR MANAGEMENT COMPANY LIMITED

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 JANUARY 2004**

	Notes	2004 £
OPERATING INCOME		21,500
Administrative expenses	3	(15,868)
OPERATING SURPLUS		<u>5,632</u>
Other interest receivable and similar income	4	369
SURPLUS FOR YEAR		<u><u>6,001</u></u>

MANOR MANAGEMENT COMPANY LIMITED

**BALANCE SHEET
AT 31 JANUARY 2004**

	Notes	2004 £	2003 £
CURRENT ASSETS			
Debtors	5	673	100
Cash at bank and in hand	6	<u>12,161</u>	<u>-</u>
		12,834	100
CURRENT LIABILITIES			
Creditors	7	(6,733)	-
NET ASSETS		<u>6,101</u>	<u>100</u>
CAPITAL AND RESERVES			
Called up share capital	8	100	100
Surplus		6,001	-
TOTAL SHAREHOLDER FUNDS		<u>6,101</u>	<u>100</u>

The directors' have taken advantage of the exemption conferred by section 249A(1) not to have these financial statements audited and confirm that no notice has been deposited under section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that:

- i) The company keeps accounting records which comply with section 221 of the Companies Act 1985;
- ii) The financial statements give a true and fair view of the state of affairs of the company as the balance sheet date and of its profit or loss for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The financial statements have 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 on 24 November 2004 and signed by:

.....
David Graham Paine
Director

MANOR MANAGEMENT COMPANY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2004

1 ACCOUNTING POLICIES

Accounting convention

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

Income

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

2 EMOLUMENTS OF THE DIRECTORS

The directors received no emoluments for the period.

3 ADMINISTRATION EXPENSES

2004

£

Landscaping	4,835
Sundry expenses	3,509
Insurance	2,466
Legal and professional fees	2,350
Repairs & maintenance	1,065
Employee wages and salaries	875
Light and heat	694
Water rates	75

15,868

4 INTEREST RECEIVABLE

2004

£

Bank Interest received	369
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369

MANOR MANAGEMENT COMPANY LIMITED**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2004**

5 DEBTORS	2004	2003
	£	£
DUE WITHIN ONE YEAR		
Share capital owed	100	100
VAT	364	-
Prepayments	209	-
	<u>673</u>	<u>100</u>
	<u>673</u>	<u>100</u>
 6 CASH AT BANK AND IN HAND	 2004	 2003
	£	£
Bank balance	12,161	-
	<u>12,161</u>	<u>-</u>
	<u>12,161</u>	<u>-</u>
 7 CREDITORS	 2004	 2003
	£	£
DUE WITHIN ONE YEAR		
Accruals	6,733	-
	<u>6,733</u>	<u>-</u>
	<u>6,733</u>	<u>-</u>
 8 SHARE CAPITAL	 2004	 2003
	£	£
Authorised:		
100 Ordinary shares of £1 each	100	100
2 Redeemable Ordinary shares of £1 each	2	2
	<u>102</u>	<u>102</u>
	<u>102</u>	<u>102</u>
Issued:		
100 Ordinary shares of £1 each	100	100
	<u>100</u>	<u>100</u>
	<u>100</u>	<u>100</u>