# CROCOPY

## **ABBOTTS MEWS (CHEAM) LIMITED DIRECTORS' REPORT** <u>AND</u> **FINANCIAL STATEMENTS** FOR THE YEAR ENDED 28th SEPTEMBER 2011

**MAURICE ANDREWS Chartered Accountants Grove House** 25 Upper Mulgrave Road Cheam, Sutton Surrey, SM2 7BE



29/03/2012 COMPANIES HOUSE

# <u>DIRECTORS' REPORT</u> YEAR ENDED 28th SEPTEMBER 2011

The directors submit their report with the audited financial statements of the company for the year ended 28th September 2011.

#### PRINCIPAL ACTIVITY

The principal activity of the company during the year was that of a tenant management company and was unchanged since last year

#### **DIRECTORS AND THEIR INTERESTS**

The directors during the year and their beneficial interests in the issued ordinary share capital were as follows -

		Number of 'A' Ordinary Shares		
		<u>28 9 2011</u>	<u>28 9 2010</u>	
G E Pullen		1	1	
C Locke	(appointed 12 4 2011)	1		

### **DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, 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, and
- (c) 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 that 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 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.

In so far as the directors are aware

- (a) there is no relevant information of which the company's auditor is unaware, and
- (b) they have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

### **DIRECTOR'S REPORT** YEAR ENDED 28th SEPTEMBER 2011 (continued)

### **AUDITOR**

Maurice Andrews have indicated their willingness to continue in office as auditor and are deemed to be reappointed under section 487(2) of the Companies Act 2006

### SMALL COMPANY PROVISIONS

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006

### APPROVAL

The directors' report was approved by the Board of Directors on 26th March 2012 and signed on its behalf by -

**GEPULLEN** 

G. & Pallen

DIRECTOR

### **INDEPENDENT AUDITOR'S REPORT**

# TO THE MEMBERS OF ABBOTTS MEWS (CHEAM) LIMITED YEAR ENDED 28th SEPTEMBER 2011

We have audited the financial statements of Abbotts Mews (Cheam) Limited for the year ended 28<sup>th</sup> September 2011 which comprise the Income and Expenditure Account, Balance Sheet and the related notes The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

This report is made solely to the company's shareholders, as a body, in accordance with Chapter 3 of Section 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's shareholders those matters we are required to state to them in an auditor's 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 shareholders as a body, for our audit work, for this report, or for the opinions we have formed

### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR

As explained more fully in the Directors' Responsibilities Statement set out on page 1, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by directors, and the overall presentation of the financial statements.

### OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 28<sup>th</sup> September 2011 and of its result for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Director's Report for the financial year for which the financial statements are prepared is consistent with the financial statements

### **INDEPENDENT AUDITOR'S REPORT**

# TO THE MEMBERS OF ABBOTTS MEWS (CHEAM) LIMITED YEAR ENDED 28<sup>th</sup> SEPTEMBER 2011 (continued)

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the directors were not entitled to prepare the financial statements and the director's report in accordance with the small companies regime

Michael J. Petth (Senior Statutory Auditor)

For and on behalf of MAURICE ANDREWS CHARTERED ACCOUNTANTS STATUTORY AUDITORS 26th March 2012

Grove House
25 Upper Mulgrave Road
Cheam, Sutton
Surrey SM2 7BE

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 28th SEPTEMBER 2011

	<u>Notes</u>	2011 £	2010 £
		~	~
SERVICE CHARGES RECEIVABLE		34,363	34,375
General maintenance costs		<u>18,923</u>	21,886
		15,440	12,489
Administrative expenses		<u>10,076</u>	8,512
		5,364	3,977
Prior year adjustment – provision written back		<u>4,009</u>	
SURPLUS FOR THE FINANCIAL YEAR	6	9,373	3,977

# BALANCE SHEET 28th SEPTEMBER 2011

	Notes	2011 £	2010 £
CURRENT ASSETS			
Cash at bank		20,823	19,339
Debtors	3	3,591	<u>17,051</u>
		24,414	36,390
CREDITORS: amounts falling due within one year NET ASSETS	4	<u>1,455</u> 22,959	22,804 13,586
NET AGELIG		====	13,360
CAPITAL AND RESERVES			
Called up share capital	5	1,670	1,670
Income and expenditure account	6	<u>21,289</u>	<u>11,916</u>
SHAREHOLDERS' FUNDS		22,959 ———	13,586

The 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)

The financial statements were approved by the Directors on  $26^{th}$  March 2012 and signed on their behalf by -

/ GEPullen - Director

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28th SEPTEMBER 2011

### 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).

### 2 SURPLUS FOR THE FINANCIAL YEAR

The surplus for the financial year is stated after charging

		2011 £	2010 £
Directors' emoluments		-	_
Auditor's remuneration		815	765
			===

### 3 DEBTORS

	<u>2011</u>	<u> 2010</u>
	£	£
Service charges due	252	12,239
Sundry debtors and prepayments	<u>3,339</u>	<u>4,812</u>
	3,591	17,051
	<del></del>	

### 4 CREDITORS amounts falling due within one year

	2011 £	2010 £
Service charges levied in advance	-	17,181
Service charges received in advance	263	<i>-</i>
Sundry creditors and accruals	<u>1,192</u>	_5,623
	1,455	22,804

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28th SEPTEMBER 2011 (continued)

5	SHARE CAP	OTTA I			
J	SHARE CAP	IIAL		<u>2011</u>	<u>2010</u>
	Authorised			£	£
	Number	Class	Nominal Value		
	33	'A' Ordinary	£50	1,650	1,650
	2	'B' Ordinary	£10		20
				1,670	1,670 =====
	Allotted and	fully paid			
	Number	Class	Nominal Value		
	33	'A' Ordinary	£50	1,650	1,650
	2	'B' Ordinary	£10	20	20
				1,670	1,670
				<del></del>	
6	INCOME AN	D EXPENDITURE	ACCOLINT		
Ū			7.10000111	<u>2011</u> £	2010 £
	Balance at 28			11,916	7,939
	Surplus for the	e financial year	<u>9,373</u> <u>3,9</u>		
	Balance at 28	9 2011		21,289	11,916

## DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 28th SEPTEMBER 2011

	2011		2010	
	£	£	£	£
SERVICE CHARGES RECEIVABLE		34,393		34,375
GENERAL MAINTENANCE COSTS				
Cleaning and garden maintenance	6,117		5,687	
Tree works	710		-	
Pest control	692		899	
Repairs and maintenance - door entry system - paving - miscellaneous	1,534 - 2,698		1,446 4,702 3,211	
Insurance	3,263		3,184	
Electricity	3,909		1,289	
Survey fees			<u>1,468</u>	
		18,923		<u>21,886</u>
		15,440		12,489
ADMINISTRATIVE EXPENSES				
Directors liability insurance	420		420	
Company return expenses	36		35	
Audit fee	978		899	
Company Secretarial fee	390		376	
Management fee	6,466		6,147	
Professional fees	1,446		-	
Bank charges	51		86	
Miscellaneous	_289		_549	
		<u>10,076</u>		<u>8,512</u>
		5,364		3,977
Prior year adjustment – provision written back		4,009		=_
SURPLUS FOR THE FINANCIAL YEAR		9,373 ======		3,977 ======