

Registered Number: 02582580

In England and Wales

GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITED

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2003

A COMPANY LIMITED BY GUARANTEE



GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITED

A COMPANY LIMITED BY GUARANTEE

COMPANY INFORMATION

FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2003

<b>DIRECTORS:</b>	M.S. Donoghue Esq. Mrs. C. Gill {App. 13.8.03}
<b>SECRETARY:</b>	Hertford Company Secretaries Ltd.
<b>REGISTERED OFFICE:</b>	Belcon House Essex Road Hoddesdon Hertfordshire EN11 0DR
<b>REGISTERED NUMBER:</b>	02582580 (England and Wales)
<b>AUDITORS:</b>	Thomas David Chartered Accountants and Registered Auditors Mercer House 10 Watermark Way Hertford Hertfordshire SG13 7TZ

GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITED

A COMPANY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31<sup>st</sup> December 2003.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review consisted of the management and administration, on a non profit making basis, of the communal areas relating to the development on behalf of the property owners, lessees or tenants.

DIRECTORS

The Directors in office in the year were as follows:

M.S. Donoghue Esq.  
Mrs. C. Gill {App. 13.8.03}

The Company is limited by guarantee and has no share capital.

DIRECTORS 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 the affairs of the company 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;
- 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 to enable them to ensure that the financial statements comply with the Companies Act. 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.

GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITED

A COMPANY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS

(CONTINUED)

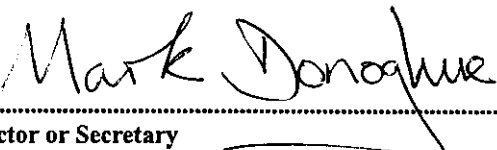
AUDITORS

The Auditors, Thomas David, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

SMALL COMPANY EXEMPTIONS

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on Behalf of  
The Board of Directors

  
..... x  
Director or Secretary

Approved by the Board on.....15.11.04.....

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF GIRLING LOCK  
(EDMONTON TWO) MANAGEMENT COMPANY LIMITED  
A COMPANY LIMITED BY GUARANTEE**

We have audited the financial statements of Girling Lock (Edmonton Two) Management Company Limited for year ended 31<sup>st</sup> December 2003 on pages five to eight. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members as a body in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As described on page two, the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of Opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31<sup>st</sup> December 2003 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Thomas David,  
Chartered Accountants  
and Registered Auditors,  
Mercer House,  
10 Watermark Way,  
Hertford, Herts.



Dated:

19.11.04

GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEEINCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2003

	Notes	<u>2003</u>	<u>2002</u>
		£	£
<u>TURNOVER</u>	1	14,400	13,752
Administrative Expenses		(13,830)	(12,468)
<u>OPERATING SURPLUS</u>		570	1,284
Interest Payable and Bank Charges		(201)	(264)
Interest Receivable		38	42
<u>SURPLUS ORDINARY</u>			
ACTIVITIES before Taxation	6	407	1,062
<u>TAXATION</u>			
Corporation Tax		-	-
		407	1,062
<u>RESERVES brought forward</u>		2,912	1,850
<u>RESERVES carried forward</u>		<u>£3,319</u>	<u>£2,912</u>

The notes form a part of these financial statements.

GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEEBALANCE SHEET AT 31ST DECEMBER 2003

	Notes	<u>2003</u>		<u>2002</u>	
		£	£	£	£
<u>CURRENT ASSETS</u>					
Debtors	2		2,842		4,873
Prepaid Expenses	3		902		1,290
			<u>3,744</u>		<u>6,163</u>
<u>Deduct: CREDITORS</u>					
amounts falling due within one year					
Creditors	4	548		1,947	
Accrued Expenses	5	(123)	425	1,304	3,251
		<u></u>	<u></u>	<u></u>	<u></u>
<u>TOTAL NET ASSETS</u>			<u>£3,319</u>		<u>£2,912</u>
<u>Represented by:-</u>			£		£
<u>INCOME &amp; EXPENDITURE ACCOUNT</u>			3,319		2,912
			<u>£3,319</u>		<u>£2,912</u>

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities.

The notes form a part of these financial statements.

Signed on behalf of the Board of Directors Mark Donohue Director

These accounts were approved by the Board of Directors on 15.11. 2004

GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEENOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 20031. ACCOUNTING POLICIESBasis 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 June 2002).

Turnover

Turnover represents Maintenance Charges Receivable in respect of communal expenditure in the ordinary course of business. Value Added Tax is not charged thereon.

2. <u>DEBTORS:</u>	<u>2003</u>	<u>2002</u>
(Amounts falling due to the Company within one year)		
	£	£
Maintenance Charges in Arrear	1,221	262
Funds Held by Managing Agents	1,166	4,156
Sundry Debtors	455	455
	<u>£2,842</u>	<u>£4,873</u>
3. <u>PREPAID EXPENSES:</u>	<u>2003</u>	<u>2002</u>
(Amounts that have been paid for but are in respect of the next Accounting Period)		
	£	£
Insurance Premiums	804	782
Managing Agents Fees	-	404
Company Secretarial Fees	49	48
Refuse Bin Hire & Clearance Costs	49	56
	<u>£902</u>	<u>£1,290</u>
4. <u>CREDITORS:</u>	<u>2003</u>	<u>2002</u>
(Amounts falling due by the Company within one year)		
	£	£
Maintenance Charges in Advance	222	1,621
Sundry Creditors	326	326
	<u>£548</u>	<u>£1,947</u>



GIRLING LOCK (EDMONTON TWO) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEENOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2003

<b>5. <u>ACCRUED EXPENSES:</u></b>	<b><u>2003</u></b>	<b><u>2002</u></b>
(Amounts owed by the Company for expenses incurred during the Current Accounting Period but not yet paid for)	£	£
Communal Electricity Charges	(940)	56
Cleaning, Garden Maintenance & Repairs	114	459
Audit and Accountancy Fees	659	659
Deferred Payment Charge	44	130
	<u>(£123)</u>	<u>£1,304</u>
<b>6. <u>SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES</u></b>	<b><u>2003</u></b>	<b><u>2002</u></b>
The Surplus/ (Deficit) on ordinary activities before taxation is stated after (charging) crediting the following:-	£	£
Auditors Remuneration	(118)	(180)
Bank Charges and Interest Paid	(201)	(264)
Interest Received	38	42