# ROGER SUTTON & CQ

Chartered Accountants

ST. MARTINS ROWLEY BRISTOW MANAGEMENT COMPANY LIMITED (A Company Limited by Guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2013

Company Registration No: 3122877

WEDNESDAY

A35

15/10/2014

#227

Chartered Accountants and Registered Auditors

# Financial statements for the year ended 31st December 2013

	Pages
Directors, officers and advisers	1
Directors' report	2
Accountants' report	3
Income and expenditure account	4
Balance sheet	5
Notes to the financial statements	6
Accountants' report under the Landlord and Tenant Act 1985	7
Service charge income and expenditure account	8
Service charge balance sheet	9
Notes to the service charge accounts	10

# Directors, officers and advisers

#### **Directors**

Carlos Gomez Carol Connolly

#### Company secretary

Anthony Paul Spence

## Registered office

33 St Nicholas Crescent Pyrford Woking Surrey GU22 8TD

#### Registered number

3122877

#### **Accountants**

Roger Sutton & Co 79 High Street Teddington Middlesex TW11 8HG

#### **Bankers**

HSBC 6 Commercial Way Woking Surrey GU21 6EZ

### Directors' report for the year ended 31st December 2013

The directors present their report and the financial statements of the company for the year ended 31st December 2013.

The company does not have share capital but the members (including the directors) guarantee the losses to a maximum of £1 each.

#### Principal activity

The principal activity of the company is that of property management. The company does not seek to make a profit, but merely to recover the costs of its operations from the tenants.

#### **Directors**

The directors who served during the year are listed below.

Carlos Gomez Carol Connolly Malcolm John Clarke- resigned 18/06/2013

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the board

ANTHONY PAUL SPENCE

**Company Secretary** 

Approved by the Board on 30th September 2014

## Accountants' Report to the Board of Directors on the Unaudited Financial Statements

In accordance with the engagement letter dated 25th October 2007, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company set out on pages 4 to 6 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 for the year ended 31st December 2013 your duty to ensure that the company has kept proper 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.

Roger Sutton & Co Chartered Accountants

79 High Street Teddington Middlesex TW11 8HG

3

Income and expenditure account for the year ended 31st December 2013

	<u>Notes</u>	2013 £	<u>2012</u> £
Income		•	
Surplus(deficit) on ordinary activities before taxation		-	
Taxation on surplus/(deficit) on ordinary activities			-
Surplus/(deficit) for the financial year			

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

#### Balance sheet at 31st December 2013

	<u>Notes</u>	<u>2013</u> £	2012 £
Net current assets			-
Total assets less current liabilities		-	_
Capital and reserves			
Income and expenditure account			

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors are of the opinion that the company is entitled to the exemptions from audit conferred by section 477) of the Companies Act 2006 for the year ended 31st December 2013.

The directors confirm that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006.

The directors are responsible for:-

- a) ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at 31st December 2013 and of its results for the year then ended in accordance with the requirements of sections 394 and 395 of the Companies Act 2006, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

Approved by the board of directors on Septim and signed on its behalf.

Carlos Gomez - Director

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

#### Notes to the financial statements for the year ended 31st December 2013

#### 1 Accounting policies

#### a) Basis of accounting

The financial statements are prepared on the historical cost basis of accounting and have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The company has taken advantage of the exemption, conferred by Financial Reporting Standard 1, from presenting a cash flow statement as it qualifies as a small company.

#### b) Service charges

Services charges are collected by the company's agent and held on trust for the leaseholders. Consequently the service charge income, expenditure and related assets, liabilities and reserves have been excluded from these accounts.