

Registered Number: 03200259

In England and Wales

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITED

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2004

A COMPANY LIMITED BY GUARANTEE



ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITED

A COMPANY LIMITED BY GUARANTEE

COMPANY INFORMATION

DIRECTORS:

Mrs. M.E. Bloch
Mrs. L.M. Manns
P.J. Owen Esq.

COMPANY SECRETARY:

Hertford Company Secretaries Limited

REGISTERED OFFICE:

CPM House
Essex Road
Hoddesdon
Hertfordshire
EN11 0DR

REGISTERED NUMBER:

03200259 (England and Wales)

AUDITORS:

Thomas David
Chartered Accountants and
Registered Auditors
Mercer House
10 Watermark Way
Hertford
Hertfordshire SG13 7TZ

ORCHARD LEAS (HERMITAGE) 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 31st December 2004.

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:

Mrs. M.E. Bloch
Mrs. L.M. Manns
P.J. Owen Esq.
I.L. Saunders Esq. {Res. 14.8.04}

The Company is limited by guarantee and has no share capital. The liability of each Member is limited to £1.

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.

ORCHARD LEAS (HERMITAGE) 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

Lucinda M. Manus

M.E. B/d. x

Director

Approved by the Board on.....9/12/05

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ORCHARD LEAS
(HERMITAGE) MANAGEMENT COMPANY LIMITED
A COMPANY LIMITED BY GUARANTEE

We have audited the financial statements of Orchard Leas (Hermitage) Management Company Limited for the year ended 31st December 2004 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 31st December 2004 and of its surplus 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:

22.12.05

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEEINCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2004

	Notes	<u>2004</u>	<u>2003</u>
		£	£
<u>TURNOVER</u>	1	4,995	4,674
Administrative Expenses		(4,922)	(4,297)
<u>OPERATING SURPLUS</u>		73	377
Interest Payable and Bank Charges		(111)	(156)
Interest Receivable		46	51
<u>SURPLUS ON ORDINARY</u>			
ACTIVITIES before Taxation	7	8	272
<u>TAXATION</u>			
Corporation Tax		-	-
		8	272
<u>RESERVES brought forward</u>		829	557
<u>RESERVES carried forward</u>		<u>£837</u>	<u>£829</u>

The notes form a part of these financial statements.

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEEBALANCE SHEET AT 31ST DECEMBER 2004

	Notes	2004	2003
		£	£
<u>CURRENT ASSETS</u>			
Debtors	2	2	567
Prepaid Expenses	3	607	274
Cash at Bank		2,947	4,497
		3,556	5,338
<u>Deduct: CREDITORS</u>			
amounts falling due within one year			
Creditors	4	116	40
Accrued Expenses	5	1,149	3,315
		1,265	3,355
<u>TOTAL NET ASSETS</u>		<u>£2,291</u>	<u>£1,983</u>

Represented by:-

		£	£
<u>RESERVE FUNDS FOR MAJOR WORKS</u>	6	1,454	1,154
<u>INCOME & EXPENDITURE ACCOUNT</u>		837	829
		<u>£2,291</u>	<u>£1,983</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 M E B / od - Director

These accounts were approved by the Board of Directors on 9.12.05

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEENOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 20041. 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>2004</u>	<u>2003</u>
(Amounts falling due to the Company within one year)		
	£	£
Maintenance Charges in Arrear	2	332
Sundry Debtors	-	235
	-----	-----
	£2	£567
	=====	=====
3. <u>PREPAID EXPENSES:</u>	<u>2004</u>	<u>2003</u>
(Amounts that have been paid for but are in respect of the next Accounting Period)		
	£	£
Insurance Premiums	283	274
Managing Agents Fees	324	-
	-----	-----
	£607	£274
	=====	=====
4. <u>CREDITORS:</u>	<u>2004</u>	<u>2003</u>
(Amounts falling due by the Company within one year)		
	£	£
Maintenance Charges in Advance	116	16
Sundry Creditors	-	24
	-----	-----
	£116	£40
	=====	=====

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEENOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2004

5. <u>ACCRUED EXPENSES:</u>	<u>2004</u>	<u>2003</u>
(Amounts owed by the Company for expenses incurred during the Current Accounting Period but not yet paid for)	£	£
Cleaning, Garden Maintenance & Repairs	165	494
Managing Agents Fees	-	1,799
Audit and Accountancy Fees	657	598
Legal and Debt Collection Expenses	282	282
Deferred Payment Charge	45	45
Company Secretarial Fees	-	97
	-----	-----
	£1,149	£3,315
	=====	=====
6. <u>RESERVE FUND FOR MAJOR WORKS</u>	<u>2004</u>	<u>2003</u>
	£	£
Reserve Fund brought forward	1,154	854
Transfer to funds during the year	300	300
Funds (utilised) during the year	-	-
	-----	-----
	1,454	1,154
	=====	=====
7. <u>SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES</u>	<u>2004</u>	<u>2003</u>
The Surplus/ (Deficit) on ordinary activities before taxation is stated after (charging) crediting the following:-	£	£
Auditors Remuneration	(194)	(135)
Bank Charges and Interest Paid	(111)	(156)
Interest Received	46	51

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITEDA COMPANY LIMITED BY GUARANTEEINCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2004

	<u>2004</u>		<u>2003</u>	
	£	£	£	£
<u>INCOME</u>				
Maintenance Charges Receivable		4,995		4,674
		-----		-----
		4,995		4,674
Bank Interest Received Gross	46		51	
Corporation Tax	-		-	
	-----	46	-----	51
		-----		-----
<u>TOTAL INCOME</u>		5,041		4,725
<u>Deduct: EXPENDITURE</u>				
Insurance Premiums	761		712	
Cleaning, Garden Maintenance & Repairs	1,481		1,238	
Managing Agents Fees	1,174		1,098	
Audit and Accountancy Fees	657		598	
Bank Charges and Interest	111		156	
Sundry Expenses	188		157	
Company Secretarial Fees	195		194	
Drain Repairs / Cleaning	166		-	
Reserve Fund For Major Works (Note 6)	300		300	
	-----	5,033	-----	4,453
		-----		-----
<u>EXCESS OF INCOME / (EXPENDITURE) FOR YEAR</u>		8		272
		=====		=====

This page does not form part of the statutory financial statements.

Appendix B

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITED

BALANCE OF MAINTENANCE CHARGES SUMMARY FOR THE YEAR ENDED 31ST
DECEMBER 2004

	<u>2004</u>	<u>2003</u>
Maintenance Charges in Arrear	<u>£2</u>	<u>£332</u>
Maintenance Charges in Advance	<u>£116</u>	<u>£16</u>

ACCOUNTANTS REPORT UNDER THE LANDLORD AND TENANT ACT 1985

ORCHARD LEAS (HERMITAGE) MANAGEMENT COMPANY LIMITED

A COMPANY LIMITED BY GUARANTEE

We have examined the schedules on Appendices A and B as required by the Landlord & Tenant Act 1985 as amended by the Landlord & Tenant Act 1987.

Respective responsibilities of landlord and auditors

The Landlord is responsible for preparing schedules of relevant costs in relation to service charges if requested to do so by a tenant or secretary of a recognized tenant's association. It is our responsibility to form an opinion whether these schedules are a fair summary complying with the requirements of Section 21(5) of the Landlord & Tenant Act 1985 (as amended by the Landlord & Tenant Act 1987) and are sufficiently supported by accounts, receipts and other documents produced to us.

Opinion

In our opinion, these schedules are a fair summary complying with the requirements of Section 21(5) of the Landlord & Tenant Act 1985 (as amended by the Landlord & Tenant Act 1987) and are sufficiently supported by accounts, receipts and other documents produced to us.

Thomas David
Chartered Accountants
and Registered Auditors
Mercer House
10 Watermark Way
Hertford
Hertfordshire



Dated: 22/2/05

This page does not form part of the statutory financial statements.