

DIRECTOR'S REPORT

The director submits his report and the accounts for the year ended 31<sup>st</sup> December 1999.

PRINCIPAL ACTIVITIES

The principal activity is that of the management and maintenance of certain of the communal areas of Chaucer Business Park, Watery Lane, Kemings, Sevenoaks, Kent.

DIRECTORS AND THEIR INTERESTS

The directors who served during the year and their interests in the share capital of the company were as follows:-

|   | <u>1999</u> | <u>1998</u> |
|---|-------------|-------------|
| I B Flanagan (appointed 25 <sup>th</sup> June 1999) ) | 2           | 2 *         |
| P A Flanagan (appointed 25 <sup>th</sup> June 1999) ) |             |             |
| D R Workman (resigned 16 <sup>th</sup> June 1999)     | - *         | -           |

\* At date of appointment/resignation.

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

By Order of the Board

I B FLANAGAN

Secretary

27<sup>th</sup> June 2000



CHAUCER MANAGEMENT (1997) LIMITEDPROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 1999

|  | <u>1999</u> | <u>1998</u> |
|--|-------------|-------------|
| <u>TURNOVER</u>                                      | 46,165      | 30,181      |
| Cost of Sales – Property Maintenance Expenditure     | (45,141)    | (29,169)    |
|  | <hr/>       | <hr/>       |
| GROSS PROFIT   | 1,024       | 1,012       |
| Administrative Expenses                              | (1,050)     | (1,035)     |
|  | <hr/>       | <hr/>       |
| <u>OPERATING (LOSS)</u>                              | (26)        | (23)        |
| Interest Receivable                                  | 33          | 29          |
|  | <hr/>       | <hr/>       |
| <u>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</u> | 7           | 6           |
| TAXATION:  |             |             |
| UK Corporation Tax on Interest Income                | (7)         | (6)         |
|  | <hr/>       | <hr/>       |
|  | -           | -           |
|  | <hr/>       | <hr/>       |

CHAUCER MANAGEMENT (1997) LIMITEDBALANCE SHEET AS AT 31<sup>ST</sup> DECEMBER 1999

|   | <u>1999</u> | <u>1998</u> |
|---|-------------|-------------|
| <u>CURRENT ASSETS</u>                                 |             |             |
| Stock   | 400         | 1,263       |
| Debtors - Trade                                       | 51,199      | 9,107       |
| - Other   | 65          | 1,106       |
|   | <hr/>       | <hr/>       |
|   | 51,664      | 11,476      |
| Cash at Bank  | 975         | 1,660       |
|   | <hr/>       | <hr/>       |
|   | 52,639      | 13,136      |
|   | <hr/>       | <hr/>       |
| <u>CREDITORS: Amounts falling due within one year</u> |             |             |
| Trade Creditors                                       | 14,332      | 1,227       |
| Taxation & Social Security – VAT                      | 5,350       | 1,324       |
| Other Creditors                                       | 22,031      | 8,419       |
| Accruals and Deferred Income                          | 10,924      | 2,164       |
|   | <hr/>       | <hr/>       |
|   | 52,637      | 13,134      |
|   | <hr/>       | <hr/>       |
| <u>NET CURRENT ASSETS</u>                             | 2           | 2           |
|   | <hr/>       | <hr/>       |
| <u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>          | 2           | 2           |
|   | <hr/>       | <hr/>       |
| <u>CAPITAL AND RESERVES</u>                           |             |             |
| Called Up Share Capital (Note 1)                      | 2           | 2           |
|   | <hr/>       | <hr/>       |

These accounts 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 Small Entities (effective March 1999).

The director is satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to Section 249B(2) of the Act.

The director acknowledges his responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985; and
- (ii) preparing accounts 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 its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

Approved by the Board on 27<sup>th</sup> June 2000

*P A Flanagan*  
P A FLANAGAN

DIRECTOR'S RESPONSIBILITIES AND ACCOUNTING POLICIES

STATEMENT OF DIRECTOR'S RESPONSIBILITIES

In respect of preparation of the financial statements:

The directors are required by company law to prepare financial statements for each financial year which give a true and fair view of the state of 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 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.

ACCOUNTING POLICIES

Accounting Convention

The financial statements are prepared under the historical cost convention.

Turnover

Turnover represents service charge contributions excluding VAT which equate to expenditure incurred.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 1999

|                                  | <u>1999</u> | <u>1998</u> |
|----------------------------------|-------------|-------------|
| 1. <u>SHARE CAPITAL</u>          |             |             |
| Authorised:                      |             |             |
| 2 Founders Shares of £1 each     | 2           | 2           |
| 998 Ordinary Shares of £1 each   | 998         | 998         |
|                                  | <hr/>       | <hr/>       |
|                                  | 1,000       | 1,000       |
|                                  | <hr/>       | <hr/>       |
| Allotted, Issued and Fully Paid: |             |             |
| 2 Founders Shares of £1 each     | 2           | 2           |
|                                  | <hr/>       | <hr/>       |

2. RELATED PARTY TRANSACTIONS

The sole director, until 16<sup>th</sup> June 1999 was D R Workman, who is a partner in Workman & Partners who have provided property management services to the company during the year. A fee of £4,740 (£4,740 : 1998) was charged for these services.

I B and Mrs P A Flanagan are the controlling shareholders, the developers and part occupiers of the properties managed by the company. As a consequence, they contributed £3,821 (£3,041 : 1998) of the turnover.

In addition, in order to provide working capital, they have advanced money to the company. At 31<sup>st</sup> December 1999 £20,192 (£5,187 : 1998) was due to them which is included in other creditors.

3. CONTROL

Throughout the year the company was controlled by I B and Mrs P A Flanagan.