**REGISTERED NUMBER: 963214** 

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## Report of the Directors and

Financial Statements for the Year Ended 31 March 2004

for

**CARLYLE MANSIONS (TENANTS) LIMITED** 

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# Company Information for the Year Ended 31 March 2004

DIRECTORS: H H Biermann

J R Porter R J Pepprell M A Thompson Miss Z K Alam R H W Robson H van Roijen

SECRETARY: N J Harper

**REGISTERED OFFICE:** 1 Kingsway

London WC2V 6XF

REGISTERED NUMBER: 963214

AUDITORS: Hodgson Hickie

Registered Auditors Chartered Accountants 4 Dovedale Studios 465 Battersea Park Road

London SW11 4LR

## Report of the Directors for the Year Ended 31 March 2004

The directors present their report with the financial statements of the company for the year ended 31 March 2004.

### PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of control, supervision, maintenance and management of the premises known as Carlyle Mansions, Cheyne Walk, London SW3.

### **DIRECTORS**

The directors during the year under review were:

H H Biermann

J R Porter

R J Pepprell

M A Thompson

Miss Z K Alam

R H W Robson

H van Roijen

The beneficial interests of the directors holding office on 31 March 2004 in the issued share capital of the company were as follows:

•	31.3.04	1.4.03
1 Ordinary £1 shares		
H H Biermann	-	-
J R Porter	1	1
R J Pepprell	1	1
M A Thompson	1	1
Miss Z K Alam	-	-
R H W Robson	1	1
H van Roijen	1	1
B Ordinary 5p shares		
H H Biermann	1	1
J R Porter	1	1
R J Pepprell	1	1
M A Thompson	1	1
Miss Z K Alam	1	1
R H W Robson	1	1
H van Roijen	1	1

## STATEMENT OF 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 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.

## Report of the Directors for the Year Ended 31 March 2004

## STATEMENT OF DIRECTORS' RESPONSIBILITIES - continued

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.

#### **AUDITORS**

The auditors, Hodgson Hickie, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

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

## ON BEHALF OF THE BOARD:

Date: 19 May 2004

N J Harper - Secretary

## Report of the Independent Auditors to the Shareholders of Carlyle Mansions (Tenants) Limited

We have audited the financial statements of Carlyle Mansions (Tenants) Limited for the year ended 31 March 2004 on pages six to nine. 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 auditors' 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 pages two and three 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 audit 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.

# Report of the Independent Auditors to the Shareholders of Carlyle Mansions (Tenants) Limited

## **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2004 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Hodgson Hickie Registered Auditors Chartered Accountants 4 Dovedale Studios 465 Battersea Park Road London SW11 4LR

Date: 25 6 04

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# Profit and Loss Account for the Year Ended 31 March 2004

		31.3.04	31.3.03
	Notes	£	£
TURNOVER		300,000	200,000
Cost of sales		(303,246)	(354,608)
GROSS LOSS		(3,246)	(154,608)
Amount recoverable from Lesse	ees	<del></del>	150,000
OPERATING LOSS	2	(3,246)	(4,608)
Interest receivable and similar income		3,246	4,608
PROFIT ON ORDINARY ACTIVI BEFORE TAXATION	TIES	-	-
Tax on profit on ordinary activities	3	<del></del>	<u>-</u>
PROFIT FOR THE FINANCIAL Y	EAR	<del>-</del>	
RETAINED PROFIT CARRIED FO	ORWARD		

## Balance Sheet 31 March 2004

		31.3.04	31.3.03
	Notes	£	£
CURRENT ASSETS: Debtors Cash at bank	4	60,088 <u>87,411</u>	264,455 243,951
		147,499	508,406
CREDITORS: Amounts falling due within one year	5	(126,234)	(159,036)
NET CURRENT ASSETS:		21,265	349,370
TOTAL ASSETS LESS CURRENT LIABILITIES:		21,265	349,370
PROVISIONS FOR LIABILITIES AND CHARGES:	6	(21,238)	(349,343)
		£27	£27
CAPITAL AND RESERVES:			
Called up share capital	7	27	27
SHAREHOLDERS' FUNDS:		£27	£27

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

## ON BEHALF OF THE BOARD:

M A Thompson - Director

R H W Robson - Director

Approved by the Board on 19 May 2004

## Notes to the Financial Statements for the Year Ended 31 March 2004

## 1. ACCOUNTING POLICIES

## **Accounting convention**

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 service charge receivable.

#### 2. OPERATING LOSS

The operating loss is stated after charging:

	31.3.04	31.3.03
	£	£
Auditors' Remuneration	1,800	1,700
	<del></del>	
Directors' emoluments and other benefits etc	-	_
and distributed the second second		

#### 3. TAXATION

### Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31 March 2004 nor for the year ended 31 March 2003.

The company acts as trustee of a statutory trust imposed on the service charge monies collected for maintenance of the building, by virtue of s.42, Landlord and Tenant Act 1987. Interest is not liable to corporation tax, but is subject to Income Tax at 34%.

## 4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	DUE WITHIN ONE TEAR	31.3.04 £	31.3.03 £
	Service Charge due from Lessees Amount Recoverable from Lessees	47,550	105,050
	Prepayments	12,538	150,000 <u>9,405</u>
		60,088	264,455
5.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		31.3.04 £	31.3.03 £
	Trade creditors	47,640	4,113
	Service Charge 25.3 to 29.9.04	74,500	150,000
	Accrued expenses	1,915	1,815
	Carlyle Mansions Ltd	1,553	1,553
	Taxation	<u>626</u>	1,555
		126,234	159,036

# Notes to the Financial Statements for the Year Ended 31 March 2004

6.	PROVISIONS	FOR LIABILITIES AND CHARGES		31.3.04	31.3.03	
	Maintenance	Provision		£ 21,238	£ <u>349,343</u>	
				Mai	ntenance Provision	
	Balance at 1 Transfer for t Expenditure: External repa Fees re abov	the year nirs & redecorations			£ 349,343 179,109 (468,818) (38,396)	
	Balance at 3	1 March 2004			21,238	
7.	CALLED UP	SHARE CAPITAL				
	Authorised:					
	Number:	Class:	Nominal value:	31.3.04 £	31.3.03 £	
	28	1 Ordinary	£1	28	28	
	40	B Ordinary	5p	_2	_2	
				<u>30</u>	<u>30</u>	
		ued and fully paid:				
	Number:	Class:	Nominal value:	31.3.04 £	31.3.03 £	
	25	1 Ordinary	£1	25	25	
	40	B Ordinary	5p	_2	_2	
				<u>27</u>	27	

# SERVICE CHARGE INCOME & EXPENDITURE ACCOUNT for the year ended 31 March 2004

	31.3.2004		31.3.2003	
	£	£	£	£
EXPENDITURE				
HOUSEKEEPING Porterage:				
Wages	51,990		50,048	
Staff Pensions	1,311		1,249	
Staff Flat Repairs	3,177		-	
Uniforms Gas	- 113		339 149	
Telephone	848		991	
Cleaning Materials	371		580	
Fire Extinguisher & Security	1,713		3,161	
Sundries	15	59,538	15	56,532
LIGHTING, HEATING & ELECTRICITY				
Electricity	3,962		3,311	
Gas	4,792	8,753	4,259	7,570
LIET & DOUGED MAINTENANCE				
LIFT & BOILER MAINTENANCE Boilers	298		573	
Lift	1,997	2,295	4,016	4,588
		·		
GENERAL MAINTENANCE				
Internal/External Repairs & Redecorations	12,974		8,420	
Pest Control Metered Water	542 3,544		- 5,017	
Entryphone	4,364		4,364	
Building, Terrorism & Engineering Insurance	17,268		19,158	
Directors' Insurance	639		788	
T.V Satellite	829		3,253	
Audit Fee Legal & Professional Fees	1,800 1,996		1,700 4,404	
Bank Charges	1,990	44,072	111	47,214
· ·		·		
Management Fees		9,478		9,237
TOTAL EXPENDITURE		124,137		125,143
Provision for Maintenance (Note 6)		179,109		229,465
TOTAL COST OF SERVICES		303,246		354,608
INCOME				
Service Charge Receivable	300,000		200,000	
Bank Interest (Net)	3,246	303,246	4,608	204,608
EXCESS SERVICE CHARGE		<u>£</u> -		£(150,000)