

**DUNBAR COURT MANAGEMENT LIMITED**

**REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**30<sup>TH</sup> SEPTEMBER 2012**

***S F Brocklehurst & Co  
Forest Lodge  
Forest Road  
Woking  
Surrey GU22 8NA***

**Company No: 01040760**

**SATURDAY**



**A11      \*A2609S3C\*      #128**  
**20/04/2013**  
**COMPANIES HOUSE**



## **DUNBAR COURT MANAGEMENT LIMITED**

### **DIRECTORS' REPORT FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2012**

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The Directors present their Report and the financial statements of the company for the year ended 30<sup>th</sup> September 2012

The principal activity of the company is that of the maintenance of three blocks of flats known as Dunbar Court

The company has no income or expenditure in its own right, all transactions in the year being related to the maintenance of the common parts in accordance with the lease. Service charges collected are held on trust for the purpose of meeting the relevant costs in relation to the property in accordance with the provisions of section 42 of the Landlord and Tenants Act 1987

The Directors who have served during the year were as follows -

M Isom  
S Morton

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 a 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 enable us to ensure that the financial statements comply with the Companies Act 2006. The Directors 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.

The Report of the Director has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006

On Behalf of the Board

  
J J Homes Properties Ltd  
Secretary

31 March 2013



**DUNBAR COURT MANAGEMENT LIMITED**

**BALANCE SHEET 30<sup>TH</sup> SEPTEMBER 2012**

	Notes	2012 £	2011 £
<b>CURRENT ASSETS</b>			
Debtors	3	<u>480</u>	<u>480</u>
<b>NET CURRENT ASSETS</b>		<u>480</u>	<u>480</u>
<b>NET ASSETS</b>		<u>£480</u>	<u>£480</u>
<b>CAPITAL AND RESERVES</b>			
Called Up Share Capital	4	<u>480</u>	<u>480</u>
<b>SHAREHOLDERS' FUNDS</b>		<u>£480</u>	<u>£480</u>

For the year ending 30 September 2012 the company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to small companies

**Directors' responsibilities**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

On Behalf of the Board

  
~ Director

The financial statements were approved by the Directors on March 2013 and signed on their behalf

The annexed notes form part of these financial statements



## **DUNBAR COURT MANAGEMENT LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS**

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#### **1. ACCOUNTING POLICIES**

The financial statements have been prepared under the Historical Cost Convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### **2. INCOME AND EXPENDITURE ACCOUNT for the year ended 30 SEPTEMBER 2012**

The company has no income or expenditure in its own right, all transactions in the year being related to the maintenance of the common parts in accordance with the lease. Income and expenditure arising from these transactions is shown in separate service charge accounts for the property that do not form part of the annual accounts of the company and are not filed at Companies House. Service charges collected are held on trust for the purpose of meeting the relevant costs in relation to the property in accordance with the provisions of section 42 of the Landlord and Tenant Act 1987.

#### **3. DEBTORS**

	<b>2012</b>	<b>2011</b>
Amount owed for allotted share capital	<u>£480</u>	<u>£480</u>

#### **4. CALLED UP SHARE CAPITAL**

	<b>2012</b>	<b>2011</b>
Allotted, Issued and Fully Paid 48 Ordinary Shares of £10 each	<u>£480</u>	<u>£480</u>

#### **5. RELATED PARTY TRANSACTIONS**

The company is under the control of the forty-eight flat owners of Dunbar Court, all of whom own one ordinary share of £10 each.





## **S F Brocklehurst & Co**

Chartered Accountants  
Registered Auditors

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### **ACCOUNTANTS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS OF DUNBAR COURT MANAGEMENT LIMITED**

You consider that the company is exempt from an audit for the year ended 30 September 2012. You have acknowledged, on the balance sheet, your responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and for preparing financial statements which give a true and fair view of the state of affairs of the company and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the financial statements on pages 1 to 3 from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these financial statements.

S F Brocklehurst & Co  
Chartered Accountants

March 2013



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**DUNBAR COURT MANAGEMENT LIMITED**

**THE ATTACHED SERVICE CHARGE FINANCIAL STATEMENTS DO NOT FORM PART OF THE ANNUAL ACCOUNTS OF THE COMPANY AND ARE NOT FILED AT COMPANIES HOUSE.**

**THEY HAVE BEEN INCLUDED TO PROVIDE INFORMATION TO THE LEASEHOLDERS OF DUNBAR COURT.**



**DUNBAR COURT MANAGEMENT LIMITED****SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2012**

	<b>2012</b>		<b>2011</b>
	£	£	£
<b>INCOME</b>			
Maintenance and service charges		40,094	<u>40,094</u>
<b>EXPENDITURE</b>			
Managing agents charges	9,538		9,922
Insurance	466		425
Lighting of communal areas	628		1,803
Repairs and maintenance of premises	3,933		3,156
External Decoration	7,986		0
Repairs to lighting	0		2,746
Cleaning and garden maintenance	11,367		11,139
Accountancy	810		780
Bank charges	92		84
Sundry expenses	<u>70</u>		<u>15</u>
		<u>34,890</u>	<u>30,070</u>
<b>INCOME LESS EXPENDITURE</b>		5,204	10,024
<b>OTHER INCOME</b>			
Bank Interest Receivable		<u>6</u>	<u>6</u>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		<u>5,210</u>	<u>10,030</u>
<b>RETAINED SURPLUS FOR THE YEAR</b>		5,210	10,030
Retained surplus brought forward		<u>68,540</u>	<u>58,510</u>
<b>RETAINED SURPLUS CARRIED FORWARD</b>		<u>£73,750</u>	<u>£68,540</u>



**DUNBAR COURT MANAGEMENT LIMITED****SERVICE CHARGE BALANCE SHEET 30 SEPTEMBER 2012**

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	Notes	2012 £	£	2011 £
<b>CURRENT ASSETS</b>				
Debtors	2	13,866		24,752
Cash at Bank and in hand		<u>87,335</u>		<u>90,466</u>
		101,201		115,218
<b>CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	3	<u>27,451</u>		<u>46,678</u>
<b>NET CURRENT ASSETS</b>			<u>73,750</u>	<u>68,540</u>
<b>NET ASSETS</b>			<u>£73,750</u>	<u>£68,540</u>
 <b>RESERVES</b>				
Income and Expenditure account			<u>73,750</u>	<u>68,540</u>
<b>BALANCE AT 30 SEPTEMBER 2012</b>			<u>£73,750</u>	<u>£68,540</u>

The financial statements were approved by the managing agent on 31 March 2013  
and signed on their behalf

J J Homes Properties Ltd



## **DUNBAR COURT MANAGEMENT LIMITED**

### **NOTES TO THE SERVICE CHARGE FINANCIAL STATEMENTS**

#### **1. ACCOUNTING POLICIES**

The financial statements have been prepared under the Historical Cost Convention and on the accruals basis

#### **2. DEBTORS**

	<b>2012</b>	<b>2011</b>
	£	£
Trade Debtors	9,555	20,651
Prepayments and other debtors	<u>4,310</u>	<u>4,101</u>
	<b><u>£13,865</u></b>	<b><u>£24,752</u></b>

#### **3. BANK ACCOUNT**

Service charge money is held in trust at Barclays Bank, Wimbledon Business Centre under the title JJ Homes (Properties) Ltd For Dunbar Court Man Limited

#### **4. CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2012</b>	<b>2011</b>
	£	£
Service charges received in advance	20,956	20,047
Other Creditors	5,895	26,031
Amount owed for allotted share capital	480	480
Accruals	<u>120</u>	<u>120</u>
	<b><u>£27,451</u></b>	<b><u>£46,678</u></b>



## **DUNBAR COURT MANAGEMENT LIMITED**

### **NOTES TO THE SERVICE CHARGE FINANCIAL STATEMENTS (continued)**

#### **5. ADDITIONAL DISCLOSURES - LANDLORD & TENANT ACT 1987**

Under Schedule 2, subsection 5 of the above Act the following information is provided

- a) Costs charged in the accounts in respect of which no demand for payment was received by the landlord within the service charge period but provision has been made amounted to £1,397
- b) Costs charged in the accounts in respect of which a demand for payment was so received but no payment was made by the landlord within the service charge period amounted to £Nil
- c) Costs charged in the accounts in respect of which a demand for payment was so received and payment was made by the landlord within the service charge period amounted to £34,842
- d) The aggregate of amounts demanded by the landlord down to the end of the service charge period on account of service charges in respect of relevant dwellings was £Nil
- e) The balance of those amounts due to the tenants of those dwellings at the ending of the service charge period including interest received and transferred to maintenance fund was £ 5,210