DUNBAR COURT MANAGEMENT LIMITED

REPORT AND UNAUDITED FINANCIAL STATEMENTS

30TH SEPTEMBER 2013

WEDNESDAY

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A31 02/04/2014 #254

COMPANIES HOUSE

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

Company No: 01040760

DUNBAR COURT MANAGEMENT LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 30TH SEPTEMBER 2013

The Directors present their Report and the financial statements of the company for the year ended 30th September 2013

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
February 2014

DUNBAR COURT MANAGEMENT LIMITED

BALANCE SHEET 30TH SEPTEMBER 2013

	Notes	2013	2012
		£	£
CURRENT ASSETS			
Debtors	3	480	480
NET CURRENT ASSETS		480	480
NET ASSETS		£480	£480
CAPITAL AND RESERVES			
Called Up Share Capital	4	480	480
SHAREHOLDERS' FUNDS		£480	£480

For the year ending 30 September 2013 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 February 2014 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 2013

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

	2013	2012
Amount owed for allotted share capital	£480	£480

4. CALLED UP SHARE CAPITAL

	2013	2012
Allotted, Issued and Fully Paid 48 Ordinary Shares of £10 each	£480	£480

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 2013 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

February 2014

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 30TH SEPTEMBER 2013

	2013		2012
	£	£	£
INCOME			
Maintenance and service charges		41,297	40,094
EXPENDITURE			
Managing agents charges	8,640		9,538
Insurance	425		466
Lighting of communal areas	1,865		628
Repairs and maintenance of premises	7,342		3,933
External Decoration	0		7,986
Repairs to Flooring	10,310		0
Cleaning and garden maintenance	9,905		11,367
Accountancy	800		810
Bank charges	88		92
Sundry expenses	126		70
		39,501	34,890
INCOME LESS EXPENDITURE		1,796	5,204
OTHER INCOME			
Bank Interest Receivable		6	6
SURPLUS OF INCOME OVER EXPENDITURE		1,802	5,210
RETAINED SURPLUS FOR THE YEAR		1,802	5,210
Retained surplus brought forward		73,750	68,540
RETAINED SURPLUS CARRIED FORWARD		£75,552	£73,750

DUNBAR COURT MANAGEMENT LIMITED

SERVICE CHARGE BALANCE SHEET 30 SEPTEMBER 2013

	Notes	2013 £	£	2012 £
CURRENT ASSETS				
Debtors	2	15,381		13,866
Cash at Bank and in hand		99,648		87,335
		115,029		101,201
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR	3	39,477		27,451
NET CURRENT ASSETS			75,552	73,750
NET ASSETS			£75,552	£73,750
RESERVES				
Income and Expenditure account			75,552	73,750
BALANCE AT 30 SEPTEMBER 2012			£75,552	£73,750

The financial statements were approved by the managing agent on February 2014 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

	2013	2012
	£	£
Trade Debtors	13,915	9,555
Prepayments and other debtors	1,466	4,310
	£15,381	£13,865

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

	2013	2012
	£	£
Service charges received in advance	21,422	20,956
Other Creditors	17,404	5,895
Amount owed for allotted share capital	480	480
Accruals	171	120
	£39,477	£27,451

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 £1,527

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 £5,604

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 £33,767

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 £ 1,802

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ACCOUNTANTS' REPORT
TO THE DIRECTORS OF
DUNBAR COURT MANAGEMENT LIMITED

The Service Charge Financial Statements for the year ended 30 September 2013 have been compiled from the accounting records maintained by the managing agents J J Homes (Properties) Limited and from information and explanations given to us

In accordance with section 21 (5) and (6) of the Landlord and Tenant Act 1985 (as amended) we certify that in our opinion the additional disclosures in Note 5 to the Service Charge Financial Statements for the year ended 30 September 2013 is a fair summary of the costs expended and outgoings disbursed, incurred or provided and is sufficiently supported by accounts, receipts and documents which have been produced to us

S F Brocklehurst & Co
Chartered Accountants

February 2014