# TOWNSEND HOUSE MANAGEMENT LIMITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2002

**Company Registration Number 01309735** 

CLOKE & CO.

Chartered Accountants
Warnford Court
29 Throgmorton Street
London
EC2N 2AT



# FINANCIAL STATEMENTS

# YEAR ENDED 31ST DECEMBER 2002

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# TOWNSEND HOUSE MANAGEMENT LIMITED OFFICERS AND PROFESSIONAL ADVISERS

The board of directors

ARQ Hoare

R Q Hoare

Company secretary

ARQ Hoare

Registered office

Townsend House Walpole Street

London SW3 4QP

**Accountants** 

Cloke & Co.

**Chartered Accountants** 

Warnford Court

29 Throgmorton Street

London EC2N 2AT

# THE DIRECTORS' REPORT

# YEAR ENDED 31ST DECEMBER 2002

The directors have pleasure in presenting their report and the unaudited financial statements of the company for the year ended 31st December 2002.

# PRINCIPAL ACTIVITIES

The principal activity of the company during the year was the provision of services to the tenants of Townsend House.

### THE DIRECTORS AND THEIR INTERESTS IN SHARES OF THE COMPANY

The directors who served the company during the year together with their beneficial interests in the shares of the company were as follows:

	Ordina	Ordinary Shares of £1 each	
	At	At	
	31 December 2002	1 January 2002	
A R Q Hoare	_	_	
R Q Hoare	2	2	
•			

### SMALL COMPANY PROVISIONS

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

Registered office: Townsend House Walpole Street London SW3 4QP Signed by order of the directors

A R Q HOARE Company Secretary

Approved by the directors on 14.3.03

# ACCOUNTANTS' REPORT TO THE DIRECTORS YEAR ENDED 31ST DECEMBER 2002

As described on the balance sheet, the directors of the company are responsible for the preparation of the accounts for the year ended 31st December 2002, set out on pages 4 to 6.

You consider that the company is exempt from an audit under the Companies Act 1985.

In accordance with your instructions we have compiled these unaudited accounts in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Warnford Court 29 Throgmorton Street London EC2N 2AT

174 march 2003

CLOKE & CO.
Chartered Accountants

# **PROFIT AND LOSS ACCOUNT**

# YEAR ENDED 31ST DECEMBER 2002

	Note	2002 £	2001 £
TURNOVER		15,951	16,993
Administrative expenses		(15,951)	(17,037)
OPERATING LOSS	2		(44)
Interest receivable		_	49
PROFIT ON ORDINARY ACTIVITIES BEFORE	7.	<del></del>	
TAXATION	1	_	5
Tax on profit on ordinary activities		<del>-</del>	(5)
RETAINED PROFIT FOR THE FINANCIAL YE	AR		

The notes on page 6 form part of these financial statements.

# BALANCE SHEET

# **31ST DECEMBER 2002**

		2002		2001	
	Note	£	£	£	£
CURRENT ASSETS					
Debtors	3	8		8	
Cash at bank		3,974		3,929	
		3,982		3,937	
CREDITORS: Amounts falling d within one year	lue 4	3,974		3,929	
NET CURRENT ASSETS			8		8
TOTAL ASSETS LESS CURRE	NT LIABILI	TIES	8		8
CAPITAL AND RESERVES Called-up equity share capital	6		8		8
SHAREHOLDERS' FUNDS			8		8

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the accounts for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, 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, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

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

ARQHOARE

# NOTES TO THE FINANCIAL STATEMENTS

# YEAR ENDED 31ST DECEMBER 2002

### 1. ACCOUNTING POLICIES

### Basis 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**

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

# 2. OPERATING LOSS

Operating loss is stated after charging:

	2002	2001
	£	£
Directors' emoluments	<del>-</del>	<del>-</del>
	<del></del>	

### 3. DEBTORS

	2002	2001
	£	£
Called up share capital not paid	8	8

# 4. CREDITORS: Amounts falling due within one year

	2002	2001
	£	£
Trade creditors	3,140	3,090
Corporation tax	11	16
Other taxation	<del>-</del>	123
Other creditors	823	700
	3,974	3,929

# 5. RELATED PARTY TRANSACTIONS

In the opinion of the directors, the company is ultimately controlled by Placehill Limited, a company registered in Great Britain, which is controlled by R Q Hoare, a director and shareholder in Townsend House Management Limited.

# 6. SHARE CAPITAL

# Authorised share capital:

The state of the s	2002	2001
	£	£
100 Ordinary shares of £1 each	100	100
Allotted, called up and fully paid:	-	<del></del>
<u>-</u>	2002	2001
	£	£
Ordinary share capital	8	8