MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED

Report and Accounts

25 December 1999



MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Report and accounts Contents

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MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Company Information

Directors

S. Jordan

A. Tuck

M. Curtois

Secretary

J. M. R. Alty

Auditors

Mayor Cuttle & Co. 165 New London Road Chelmsford Essex CM2 0AD

Registered office

113 New London Road Chelmsford **Essex** CM2 0QT

Registered number 1471911

MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Directors' Report

The directors present their report and accounts for the year ended 25 December 1999.

Principal activities

The company's principal activity during the year continued to be that of administering and maintaining the housing estate.

Directors

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

| £2 A Ordinary Shares | 1999 | 1998 |
|-----------------------|------|------|
| S. Jordan | 1 | 1 |
| A. Tuck | 1 | 1 |
| M. Curtois | 1 | 1 |
| £2 B Ordinary Shares | | |
| S. Jordan | | - |
| | - | - |
| A. Tuck M. Curtois | • | - |

Directors' responsibilities

Company law requires the directors to prepare accounts 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 for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining 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 accounts 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

A resolution to reappoint Mayor Cuttle & Co. as auditors will be put to the members at the Annual General Meeting.

Small company special provisions

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

This report was approved by the board on 24 August 2000.

Director Secretain

MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Auditors' Report

Report of the auditors to the shareholders of MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED

We have audited the accounts on pages 4 to 7 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), under the historical cost convention and the accounting policies set out on page 7.

Respective responsibilities of directors and auditors

As described on page 2, the company's directors are responsible for the preparation of the accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with 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 accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts 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 accounts 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 25th December 1999 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Mayor Cuttle & Co.

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Chartered Accountants and Registered Auditors

165 New London Road Chelmsford Essex CM2 0AD

Date: 15/9/00.

MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Profit and Loss Account for the year ended 25 December 1999

| | Notes | 1999 £ | 1998 £ |
|---|-------|-----------|-----------|
| Turnover | | 16,372 | 15,532 |
| Cost of sales | | (16,001) | (14,013) |
| Gross profit | | 371 | 1,519 |
| Administrative expenses | | - | (29) |
| Operating profit | 2 | 371 | 1,490 |
| Interest receivable | | 22 | 11 |
| Profit on ordinary activities before taxation | | 393 | 1,501 |
| Tax on profit on ordinary activities | 3 | (4) | (3) |
| Profit for the financial year | | 389 | 1,498 |
| Retained profit for the financial year | 8 | 389 | 1,498 |

MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Balance Sheet as at 25 December 1999

| | Notes | | 1999 £ | | 1998 |
|--------------------------------|-------|---------|--------------|-------------|-------|
| Current assets | | | π. | | £ |
| Debtors | 4 | 10,924 | | 10,048 | |
| Cash at bank and in hand | | 815 | | 3,291 | |
| | _ | 11,739 | - | 13,339 | |
| Creditors: amounts falling due | e | | | | |
| within one year | 5 | (1,738) | | (3,727) | |
| Net current assets | | | 10,001 | | 9,612 |
| Net assets | | - | 10,001 | | 9,612 |
| Capital and reserves | | | | | |
| Called up share capital | 6 | | 100 | | 100 |
| Maintenance Reserve | 7 | | 2,000 | | 2,000 |
| Profit and Loss Account | 8 | | 7,901 | | 7,512 |
| | | | 10,001 | | 9,612 |

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

Director

Approved by the board on 24 August 2000

MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Notes to the Accounts for the year ended 25 December 1999

1 Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

Turnover

Turnover represents amounts invoiced for service charges.

| 2 | Operating profit | 1999 £ | 1998 £ |
|---|--|--------------------------------|------------------------|
| | This is stated after charging: | ~ | ~ |
| | Auditors' remuneration | 528 | 1,058 |
| 3 | Taxation | 1999 £ | 1998 £ |
| | UK corporation tax | 4 | 3 |
| 4 | Debtors | 1999 £ | 1998 £ |
| | Trade debtors Amounts owed by associated undertakings, Other debtors | 765 10,001 158 10,924 | 10,001 47 10,048 |
| | Amounts due after more than one year included above | 10,001 | 10,001 |
| 5 | Creditors: amounts falling due within one year | 1999 £ | 1998 £ |
| | Trade creditors Other creditors | 1,738 | 1,726 2,001 |
| | | 1,738_ | 3,727 |

MOORE SCOTT & HALE MANAGEMENT COMPANY LIMITED Notes to the Accounts for the year ended 25 December 1999

| 6 | Share capital | | | 1999 | 1998 |
|---|-------------------------------------|------|------|-----------|-----------|
| | Authorised: | | | £ | £ |
| | A Ordinary shares of £2 each | | | 72 | 72 |
| | B Ordinary shares of £2 each | | | 28 | 28 |
| | | | | 100 | 100 |
| | | 1999 | 1998 | 1999 | 1998 |
| | | No | No | £ | £ |
| | Allotted, called up and fully paid: | | | | |
| | A Ordinary shares of £2 each | 36 | 36 | 72 | 72 |
| | B Ordinary shares of £2 each | 14 | 14 _ | 28 | 28_ |
| | | | _ | 100 | 100 |
| 7 | Maintenance Reserve | | | 1999 £ | 1998 £ |
| | At 26 December | | | 2,000 | 2,000 |
| | At 25 December | | | 2,000 | 2,000 |
| 8 | Profit and Loss Account | | | 1999 £ | 1998 £ |
| | At 26 December | | | 7,512 | 6,014 |
| | Transfer to/from Reserves | | | 389 | 1,498 |
| | At 25 December | | _ | 7,901 | 7,512 |

9 Related parties

Included in debtors is an amount of £10,001 (1998 £10,001) which is owed by Takeverse Limited, a company under common control with Moore Scott & Hale Management company Limited.