

**MANOR FIELDS No.3 RESIDENTS COMPANY LIMITED**

Company Registration No. 2067260

**ANNUAL REPORT AND ACCOUNTS**

**30th JUNE 2013**

Directors	D G Razzell
Secretary	Courtney Green Limited
Registered Office	25 Carfax Horsham West Sussex RH12 1EE
Accountant	R J Dunscombe F.C A. 68 Hillmead Horsham West Sussex RH12 2PX



## REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30th JUNE 2013

The Directors have pleasure in presenting the Annual Report, together with the accounts of the company for the year ended 30th June 2013.

### 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 the 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.

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 them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

### Principal activity

The principal activity of the Company continued to be that of the management of the mutual interests of the lessees of 40 properties in Manor Fields and Wallis Way, Roffey, Horsham, West Sussex.

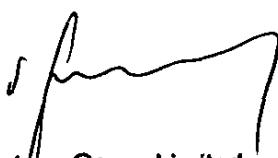
### Directors and Directors' interests

The directors who served during the year and their beneficial interests in the £5 shares in the company were as follows:

	Number of shares held	
	30th June 2013	1st July 2012
D G Razzell	1	1

D G Razzell retires by rotation and being eligible offers himself for re-election.

This report, which has been prepared taking advantage of special exemptions applicable to small companies, was approved by the board on \_\_\_\_\_ and signed on its behalf



Courtney Green Limited  
Secretary

**MANOR FIELDS No.3 RESIDENTS COMPANY LIMITED****Income and Expenditure Account for the year ended 30th June 2013**

<b>General Account</b>	<b>Notes</b>	<b>2013</b>	<b>2012</b>
		£	£
Income - Service charges		24,950	20,617
Registration Fees		0	84
Insurance claim		0	2,300
Bank deposit Interest		6	10
		<u>24,956</u>	<u>23,011</u>
Less Administration Costs		27,851	30,512
(Deficit) before Taxation		<u>(2,895)</u>	<u>(7,501)</u>
Taxation	2	0	0
(Deficit) after Taxation		<u>(2,895)</u>	<u>(7,501)</u>
Transfer (to) Maintenance Reserve		0	(2,200)
(Deficit) for the year		<u>(2,895)</u>	<u>(9,701)</u>
Balance on Income and Expenditure Account brought forward		1,631	11,332
(Deficit) on Income and Expenditure Account carried forward		<u>(1,264)</u>	<u>1,631</u>

The notes on page 5 are an integral part of the accounts

**MANOR FIELDS No.3 RESIDENTS COMPANY LIMITED****Balance Sheet 30th June 2013**

	Notes	2013		2012	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Bank Balance			9,191		14,212
Debtors			585		2,763
Prepayment			155		155
			<u>9,931</u>		<u>17,130</u>
<b>CURRENT LIABILITIES:</b>					
Amounts falling due within one year					
Trade Creditors			3,345		1,693
			<u>        </u>		<u>        </u>
<b>NET ASSETS</b>			<u>6,586</u>		<u>15,437</u>
<b>CAPITAL and RESERVES</b>					
Called up Share Capital	3		200		200
Share Premium Account			1,000		1,000
Income and Expenditure Account			(1,264)		1,631
Maintenance Reserve	4		6,650		12,606
			<u>        </u>		<u>        </u>
<b>SHAREHOLDERS' FUNDS</b>			<u>6,586</u>		<u>15,437</u>

The financial statements were approved by the Board of Directors on

A signed statement on behalf of the directors appearing on the following page forms part of this Balance Sheet.

The notes on page 5 are an integral part of the accounts

**MANOR FIELDS No.3 RESIDENTS COMPANY LIMITED**

**Balance Sheet 30th June 2013**

**Statement on behalf of the Directors**

I confirm that for the year ended 30th June 2013, the Company was entitled to exemption from audit under section 477 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



**D G Razzell**  
Director

The notes on pages 5 form part of these financial statements

# MANOR FIELDS No.3 RESIDENTS COMPANY LIMITED

## Notes to the Accounts for the year ended 30th June 2013

### 1. ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and include the results of the company's operations which are described in the Directors' Report and all of which are continuing

The company has taken advantage of the exemption in Financial Reporting Standard No 10 from the requirement to produce a cash flow statement on the grounds that it is a small company

### 2. TAXATION

The company is a non-profit making enterprise and surpluses or deficits arising as a result of differences between service charges levied and expenditure incurred do not fall within the scope of Corporation Tax. Income Tax at the trust rate is payable on investment income only.

	2013 £	2012 £
<b>3. CALLED UP SHARE CAPITAL</b>		
Authorised: 40 Ordinary Shares of £5 each	200	200
Allotted, called up and fully paid 40 Ordinary Shares of £5 each	200	200
<b>4. MAINTENANCE RESERVE</b>		
Balance brought forward	12,606	12,036
Transfer from Income and Expenditure Account	0	2,200
	12,606	14,236
Less Expenditure - external redecoration	5,956	1,630
Balance carried forward	6,650	12,606

**MANOR FIELDS No.3 RESIDENTS COMPANY LIMITED**

**ACCOUNTANT'S REPORT TO**

**THE DIRECTORS OF MANOR FIELDS No 3 RESIDENTS COMPANY LTD**

As described on the balance sheet, you are responsible for the preparation of the accounts for the year ended 30th June 2013 as set out on pages 2 to 5, and you consider that the company is exempt from an audit and a report under section 476 of the Companies Act 2006

In accordance with your instructions, I 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 me

68 Hillmead  
Horsham  
Sussex  
RH12 2PX

R J Dunscombe FCA

Chartered Accountant

## SUPPLEMENTARY INFORMATION

## Income and Expenditure Account for the year ended 30th June 2013

GENERAL FUND		2012
		£
<b>INCOME</b>		
Service Charges	24,950	20,617
Registration Fees	0	84
Insurance Claim	0	2,300
Interest Received	6	10
	<hr/>	<hr/>
	24,956	23,011
<b>Deduct EXPENDITURE</b>		
Maintenance 100 Manor Fields, repairs and fees	0	9,766
Other property maintenance	5,840	4,127
Garden maintenance	4,306	3,964
Cleaning	1,650	1,271
Lighting - communal areas	756	794
Insurance	7,084	4,986
Managing Agent's fees	6,200	4,500
Managing Agent's fees (Under provision 2012)	1,500	0
Accountancy	500	500
Legal and Professional fees	15	604
	<hr/>	<hr/>
	27,851	30,512
(Deficit) for the year before taxation	<hr/> (2,895)	<hr/> (7,501)
Taxation on Interest Received	0	0
(Deficit) for the year after taxation	<hr/> (2,895)	<hr/> (7,501)
Transfer (to) Maintenance Reserve	0	(2,200)
(Deficit) for the year	<hr/> (2,895)	<hr/> (9,701)
Income and Expenditure Account Surplus brought forward	1,631	11,332
Income and Expenditure Account (Deficit) carried forward	<hr/> (1,264)	<hr/> 1,631
<b>MAINTENANCE RESERVE</b>		
Balance brought forward	12,606	12,036
Expenditure - redecoration	5,956	1,630
	<hr/>	<hr/>
	6,650	10,406
Transfer from Income and Expenditure Account	0	2,200
Balance carried forward	<hr/> 6,650	<hr/> 12,606

This page does not form part of the statutory report and accounts