# **COMPANY REGISTRATION NUMBER 2231168**

# Solitaire Property Management Company Limited Financial Statements

For

31 December 2004



# **MACINTYRE HUDSON**

Chartered Accountants & Registered Auditors Euro House 1394 High Road Whetstone London N20 9YZ

# **Financial Statements**

Contents	Page
Officers and professional advisers	1
The directors' report	2
Statement of directors' responsibilities	3
Independent auditors' report to the shareholder	4
Profit and loss account	5
Balance sheet	6
Accounting policies	7
Notes to the financial statements	9
The following pages do not form part of the financial statements	
Detailed profit and loss account	15
Notes to the detailed profit and loss account	16

### Officers and Professional Advisers

The Board of Directors

H B Shulman G A Shapiro

A D B Taylor C J Burton

**Company Secretary** 

Solitaire Secretaries Limited

**Registered Office** 

Clinton House High Street Coleshill Birmingham B46 3BP

**Auditors** 

MacIntyre Hudson Chartered Accountants & Registered Auditors

Euro House 1394 High Road Whetstone London N20 9YZ

**Bankers** 

AIB Group (UK) Plc 10 Berkeley Square

London W1X 6DN

### The Directors' Report

#### Year ended 31 December 2004

The directors present their report and the financial statements of the company for the year ended 31 December 2004.

### Principal activities and business review

The principal activity of the company during the year was the administration and management of flats and housing estates, including the management of maintenance and reserve funds.

The directors are satisfied with the results for the year and are optimistic that the company will return to profitability in the coming year.

#### Results and dividends

The trading results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

The directors have not recommended a dividend.

#### Directors

The directors who served the company during the year were as follows:

H B Shulman

G A Shapiro

A D B Taylor

C J Burton

The company is a wholly owned subsidiary. None of the directors held any interest in the shares of the company or its fellow subsidiaries at the beginning or end of the year. The shares held by the directors in the ultimate parent company, Solitaire Group Plc are disclosed in that company's financial statements.

### **Auditors**

A resolution to re-appoint MacIntyre Hudson as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office: Clinton House High Street Coleshill Birmingham B46 3BP Signed by order of the directors

Solitaire Secretaries Limited Company Secretary

Approved by the directors on 2/4/05

### Statement of Directors' Responsibilities

#### Year ended 31 December 2004

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 at the end of the year and of the profit or loss for the year then ended. In preparing those financial statements, the directors are required to:

select suitable accounting policies, as described on pages 7 to 8, and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

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 to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

Independent Auditors' Report to the Shareholder of Solitaire Property Management Company Limited

#### Year ended 31 December 2004

We have audited the financial statements of Solitaire Property Management Company Limited for the year ended 31 December 2004 which comprise the Profit and Loss Account, Balance Sheet, Accounting Policies and the related notes 1 to 19. These financial statements have been prepared under the historical cost convention and on the basis of the accounting policies set out therein.

This report is made solely to the company's shareholder, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's shareholder those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's shareholder as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of directors and auditors

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, 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 financial statements 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 financial statements.

Opinion

In our opinion, the financial statements give a tylus/and fair view of the state of as at 31 December 2004 and of its loss for the year

accordance with the Companies Act 1985.

Euro House 1394 High Road Whetstone London N20 9Y

ne c∳mpany's affairs

MACINTYRE HUDSON Chartered Accountants & Registered Auditors

### **Profit and Loss Account**

### Year ended 31 December 2004

	Note	2004 £	2003 £
Turnover	1	2,805,494	2,440,879
Cost of sales		175,109	133,096
Gross profit		2,630,385	2,307,783
Administrative expenses Other operating income		3,094,771 (36,996)	2,509,563 (36,996)
Operating loss	2	(427,390)	(164,784)
Interest receivable Interest payable and similar charges	5	19,538 (7,139)	10,478 -
Loss on ordinary activities before taxation		(414,991)	(154,306)
Tax on loss on ordinary activities	6	19,391	_
Loss on ordinary activities after taxation, being loss for the financial year		£(434,382)	£(154,306)

All of the activities of the company are classed as continuing.

The company has no recognised gains or losses other than the results for the year as set out above.

The accounting policies and notes on pages 7 to 13 form part of these financial statements.

### **Balance Sheet**

### 31 December 2004

	Note	2004 £	£	2003 £
Fixed assets				
Intangible assets Tangible assets	7 8		67,667 462,571	82,167 428,562
			530,238	510,729
Current assets Debtors Cash at bank and in hand	9	1,213,900		1,101,910
Creditors: amounts falling due within one year	10	1,257,872 1,837,129		1,119,712 1,264,469
Net current liabilities			(579,257)	(144,757)
Total assets less current liabilities			(49,019)	365,972
Provisions for liabilities and charges Deferred taxation	12		10 201	
Deletted taxation	12		19,391 £(68,410)	£365,972
Capital and reserves				
Called-up equity share capital Profit and loss account	16 17		12,000 (80,410)	12,000 353,972
(Deficiency)/shareholder's funds	18	,	£(68,410)	£365,972

These financial statements were approved by the directors on the 22/H/o and are signed on their behalf by:

H B Shulman

GA Shapiro

### **Accounting Policies**

#### Year ended 31 December 2004

#### Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards.

The financial statements have been prepared on the going concern basis, notwithstanding net current liabilities of £579,257, which the directors believe to be appropriate for the following reasons.

The company is dependent for its working capital on funds provided to it by its parent company, Solitaire Group Plc. Solitaire Group Plc has provided the company with an undertaking that for at least 12 months from the date of approval of these financial statements, it will continue to make available such funds as are needed by the company and in particular, will not seek repayment of the amounts currently owed. This should enable the company to continue in operational existence for the foreseeable future by meeting its liabilities as they fall due for payment. As with any company placing reliance on a third party for financial support, the directors acknowledge that there can be no certainty that this support will continue although, at the date of approval of these financial statements, they have no reason to believe that it will not do so.

Based on this undertaking, the directors believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments that would result from the basis of preparation being inappropriate.

#### Cash flow statement

The directors have taken advantage of the exemption in Financial Reporting Standard No. 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is wholly owned and its parent publishes a consolidated cash flow statement.

#### Turnover

Turnover is recognised to the extent that the company has obtained the right to consideration through its performance. Where payment is received in advance of performance, the company recognises a liability equal to the amount received, representing its obligations under the contract. That liability is reduced and reported as revenue as the services are performed.

Turnover consists of ground rents, management fees, surveyor's fees, registration fees receivable and other related receivables, net of Value Added Tax.

The company collects and disburses service charges and rents on behalf of clients, through client trustee bank accounts. In the opinion of the directors, this turnover and these bank accounts are not part of the company's own operations and are therefore excluded from these financial statements.

The company's turnover and loss before taxation were all derived from its principle activity and all sales were made in the United Kingdom.

### Goodwill

Goodwill arising on acquisitions is the difference between the fair value of the consideration paid and the fair value of the assets and liabilities acquired.

#### **Amortisation**

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Goodwill

over 10 years

### Accounting Policies (continued)

#### Year ended 31 December 2004

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment

over 3 to 5 years

### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

#### **Deferred taxation**

Deferred taxation is accounted for on an undiscounted basis at expected tax rates on all differences arising from the inclusion of items of income and expenditure in tax computations in periods different from those in which they are included in the financial statements. A deferred tax asset is only recognised when it is more likely than not that the asset will be recoverable in the foreseeable future out of suitable taxable profits from which the underlying timing differences can be deducted.

#### Pre contract costs

In accordance with Urgent Issues Task Force abstract 34, pre contract costs incurred prior to an award of a contract are written off in the year in which they are incurred. Pre contract costs incurred following the award of a contract are deferred and charged to the profit and loss account upon commencement of the contract.

# **Notes to the Financial Statements**

1.	<b>Turnover</b> The turnover and loss before tax are attributable to the one principal a	activity of the c	ompany.
	An analysis of turnover is given below:		
		2004 £	2003 £
	United Kingdom	2,805,494	2,440,879
2.	Operating loss		
	Operating loss is stated after charging:	2004	2003
		£	£
	Amortisation	14,500	14,500
	Depreciation of owned fixed assets Auditors' remuneration	194,355	88,995
	- as auditors	10,500	15,000
	Operating lease costs: Land and buildings	52,000	37,500
	Plant and machinery	113,785	80,073
3.	Particulars of employees The average number of staff employed by the company during the fine	ancial year am	nounted to:
		2004	2003
		No.	No.
	Number of administrative staff	<u>69</u>	<u>58</u>
	The aggregate payroll costs of the above were:		
	the aggregate payon dooks or the above word.	2004	2003
		£	£
	Wages and salaries Social security costs	1,528,455 161,980	1,247,040 121,385
	Other pension costs	4,143	3,452
		£1,694,578	£1,371,877
4.	<b>Directors' emoluments</b> The directors' aggregate emoluments in respect of qualifying services	were:	
		2004	2003
		£	£
	Emoluments receivable	195,000	187,000

# Notes to the Financial Statements

5.	Interest payable and similar charges	2004 £	2003 £
	Interest payable on bank borrowing	7,139	_
6.	Taxation on ordinary activities	2004 £	2003 £
	Deferred tax:		
	Origination and reversal of timing differences (note 12) Capital allowances	19,391	_
7.	Intangible fixed assets		Goodwill £
7.	Intangible fixed assets  Cost At 1 January 2004 and 31 December 2004		
7.	Cost		£
7.	Cost At 1 January 2004 and 31 December 2004  Amortisation At 1 January 2004		£ 145,000 62,833
7.	Cost At 1 January 2004 and 31 December 2004  Amortisation At 1 January 2004 Charge for the year		£ 145,000 62,833 14,500

# **Notes to the Financial Statements**

# Year ended 31 December 2004

company.

Tangible fixed assets	Office	Equipment £
Cost At 1 January 2004 Additions		854,878 228,364
At 31 December 2004		£1,083,242
<b>Depreciation</b> At 1 January 2004 Charge for the year		426,316 194,355
At 31 December 2004		£620,671
Net book value At 31 December 2004		462,571
At 31 December 2003		428,562
Debtors	2004 £	2003 £
Trade debtors Amounts owed by group undertakings Other debtors Prepayments and accrued income	69,542 455,638 262,834 425,886 £1,213,900	5,262 567,228 204,496 324,924 £1,101,910
Creditors: amounts falling due within one year	2004 £	2003 £
Bank loans and overdrafts Trade creditors Amounts owed to group undertakings PAYE and social security Other creditors Accruals and deferred income	124,801 37,848 1,427,152 168,333 40,000 38,995	6,825 36,666 1,014,883 133,093 40,000 33,002
	£1,837,129	£1,264,469
	ne year are s	ecured by the
	2004 £	2003 £
Bank loans and overdrafts	124,801	6,825
	Cost At 1 January 2004 Additions At 31 December 2004  Depreciation At 1 January 2004 Charge for the year At 31 December 2004  Net book value At 31 December 2004  Net book value At 31 December 2003  Debtors  Trade debtors Amounts owed by group undertakings Other debtors Prepayments and accrued income  Creditors: amounts falling due within one year  Bank loans and overdrafts Trade creditors Amounts owed to group undertakings PAYE and social security Other creditors Accruals and deferred income  The following liabilities disclosed under creditors falling due within ocompany:	Cost At 1 January 2004 Additions  At 31 December 2004  Depreciation At 1 January 2004 Charge for the year At 31 December 2004  Net book value At 31 December 2004  Net book value At 31 December 2003  Debtors  2004 £  Trade debtors  69,542 Amounts owed by group undertakings 455,638 Other debtors 262,834 Prepayments and accrued income 425,886 £1,213,900  Creditors: amounts falling due within one year  Panal loans and overdrafts 124,801 Trade creditors 37,848 Amounts owed to group undertakings 1,427,152 PAYE and social security 188,333 Other creditors 40,000 Accruals and deferred income 38,995 £1,837,129  The following liabilities disclosed under creditors falling due within one year are scompany:

The bank overdraft is secured by way of a fixed and floating charge over the assets of the

#### **Notes to the Financial Statements**

#### Year ended 31 December 2004

#### 11. Pensions

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost of £4,143 (2003: £3,452) represents contributions payable by the company to the fund.

#### 12. Deferred taxation

)4 2	2003 £
91	_
191	_

The provision for deferred taxation consists of the tax effect of timing differences in respect of:

•	20	04	200	03
	Provided £	Unprovided £	Provided £	Unprovided £
Excess of taxation allowances over				
depreciation on fixed assets	19,391	-	_	24,202
	£19,391			£24,202
		=======================================		

#### 13. Commitments under operating leases

At 31 December 2004 the company had annual commitments under non-cancellable operating leases as set out below.

leases as set out below.	2	2004	20	003
	Land & Buildings £	Other Items £	Land & Buildings £	Other Items £
Operating leases which expire: Within 1 year		24,953	_	20,156
Within 2 to 5 years	_	120,480	<u>-</u>	77,745
After more than 5 years	66,500	, <u> </u>	37,500	-
	£66,500	£145,433	£37,500	£97,901

### 14. Contingencies

On the 15 January 2001, the company agreed an unlimited cross guarantee in favour of Allied Irish Bank (GB) over its assets and those of its fellow group companies Holdings and Management (Solitaire) Limited, Pembertons Residential Limited and Morbury Limited. Loans in certain group companies are secured by an unlimited omnibus guarantee over the assets of the company.

# Notes to the Financial Statements

#### Year ended 31 December 2004

### 15. Related party transactions

The company has taken advantage of the exemption in Financial Reporting Standard 8, "Related Party Disclosures", from disclosing transactions with group undertakings on the grounds that it is a subsidiary of a UK company which has produced consolidated financial statements which are publicly available. Year end balances with group undertakings are disclosed in debtors and creditors as appropriate.

On 15 September 1997, Graham Harvey Solicitors, a firm in which Mr Graham Shapiro is a former partner and Mr Harvey Shulman is a current partner, entered into an agreement with the company whereby the latter, as sub-agent, agreed, with effect from 21 March 1997, to receive all benefits and meet all expenses in connection with carrying out property management contracts enjoyed by Graham Harvey Solicitors. The balance due from Graham Harvey Solicitors as at 31 December 2004 amounted to £69,381 (2003: £83,775).

### 16. Share capital

	2004 £	2003 £
20,000 Ordinary shares of £1 each	20,000	20,000

2004

2002

ç

2003

# Allotted, called up and fully paid:

Authorised share capital:

	110.	~	140.	-
Ordinary shares of £1 each	12,000	12,000	12,000	12,000

2004

#### 17. Profit and loss account

Tone and 1033 account	2004 £	2003 £
Balance brought forward Accumulated loss for the financial year	353,972 (434,382)	508,278 (154,306)
Balance carried forward	£(80,410)	£353,972

### 18. Reconciliation of movements in shareholder's funds

	2004 £	2003 £
Loss for the financial year Opening shareholder's equity funds	(434,382) 365,972	(154,306) 520,278
Closing shareholder's equity (deficit)/funds	(68,410)	365,972

### 19. Ultimate parent company

The parent company is Holding and Management (Solitaire) Limited which is registered in England and Wales.

The ultimate parent company is Solitaire Group Plc, which is registered in England and Wales. Copies of the financial statements of Solitaire Group Plc are available from its registered office at Lynwood House, 10 Victors Way, Barnet, Hertfordshire, EN5 5TZ.

**Management Information** 

Year ended 31 December 2004

The following pages do not form part of the statutory financial statements which are the subject of the independent auditors' report on page 4.

# **Detailed Profit and Loss Account**

	2004 £	2003 £
Turnover Management fees Surveyors fees Administration fees Rent collection commission Sundry income	2,360,491 151,249 238,278 33,340 22,136	2,055,680 80,904 223,995 31,588 48,712
Cost of sales Direct costs Gross profit	2,805,494 <u>175,109</u> 2,630,385	2,440,879 133,096 2,307,783
Overheads Administrative expenses	3,094,771 (464,386)	2,509,563 (201,780)
Other operating income Management fee Operating loss Bank interest receivable	36,996 (427,390) 19,538	36,996 (164,784) 10,478
Bank interest payable  Loss on ordinary activities	(407,852) (7,139) £(414,991)	(154,306) - £(154,306)

# Notes to the Detailed Profit and Loss Account

	2004		2003
	£	£	£
Administrative expenses			
Personnel costs			
Directors' salaries	195,000		187,000
Directors' NIC	24,495		17,308
Wages and salaries	1,333,455		1,060,040
Staff NIC	137,485		104,077
Staff pension contributions	4,143		3,452
otali periolori continuationo			
		1,694,578	1,371,877
Establishment expenses			
Rent	52,000		37,500
Rent and service charges	71,236		53,890
General and water rates	19,488		19,474
Light and heat	3,391		4,223
Insurance	62,744		71,376
Repairs and renewals	24,442		5,665
Computer expenses	140,860		106,434
Office cleaning	9,940		9,123
v	<del></del>	204 404	207.605
		384,101	307,685
General expenses			
Motor expenses	133,525		108,252
Telephone	44,719		41,107
Temporary staff	14,575		6,827
Hire of equipment	13,258		16,790
Maintenance of equipment	14,149		9,453
Postage	73,006		58,500
Stationery	56,739		41,951
Training costs	2,561		7,334
Recruitment costs	24,632		20,001
Sundry expenses	10,088		8,069
Advertising	852		2,352
Subscripitions	15,392		10,250
Management charges payable	343,152		345,000
Legal and professional fees	40,617		16,801
Audit and accountancy	10,500		15,000
Amortisation	14,500		14,500
Depreciation of office equipment	194,355		88,995
		1,006,620	811,182
Financial costs			
Bad debts written off	1,747		4,663
Bank charges	7,725		14,156
Dank Charges	7,725		
		9,472	18,819
		3,094,771	2,509,563
Interest receivable		<del></del>	
Bank interest receivable		19,538	10,478
		-,	