

Company Registration No. 2698738 (England and Wales)

**CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY  
LIMITED**

**DIRECTOR'S REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2003**

**CARTWRIGHTS**  
Chartered Accountants  
Registered Auditors  
Regency House  
33 Wood Street  
Barnet  
Herts  
EN5 4BE



# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## COMPANY INFORMATION

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<b>Director</b>	Brynn Dovey
<b>Secretary</b>	Terence Robert White
<b>Company number</b>	2698738
<b>Registered office</b>	251 Horn Lane London W3 9ED
<b>Auditors</b>	Cartwrights Chartered Accountants Registered Auditors Regency House 33 Wood Street Barnet, Herts EN5 4BE
<b>Bankers</b>	Bank of Scotland New Uberior House 11 Earl Grey Street Edinburgh EH3 9BN

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# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

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# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## DIRECTOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2003

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The director presents his report and financial statements for the year ended 31 March 2003.

### Principal activities

The principal activity of the company is the management and maintenance of 1-18 Pempath Place, Carlton Avenue East, Wembley.

The company is a non profit-making enterprise and the results are in line with expectations.

### Director

The following director has held office during the year:

Brynn Dovey

### Director's interests

The director's interest in the shares of the company was as stated below:

	Ordinary shares of £ 1 each	
	31 March 2003	1 April 2002
Brynn Dovey	1	1

### Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Cartwrights be reappointed as auditors of the company will be put to the Annual General Meeting.

### Director's responsibilities

Company law requires the director 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 director is 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 director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable him to ensure that the financial statements comply with the Companies Act 1985. He is 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.

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

By order of the board

  
.....  
Terence Robert White

Secretary

16/09/03

# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

We have audited the financial statements of Carlton Avenue (Block A & B) Management Company Limited on pages 3 to 7 for the year ended 31 March 2003. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, 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 members those matters we are required to state to them in an auditor's 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of the director and auditors

As described in the statement of director's responsibilities on page 1 the company's director is 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 director's 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 director's remuneration and transactions with the company is not disclosed.

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

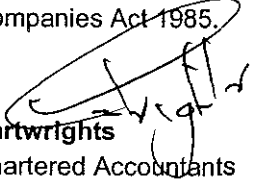
### Basis of audit opinion

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 director 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 true and fair view of the state of the company's affairs as at 31 March 2003 and of its results for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
**Cartwrights**  
Chartered Accountants  
Registered Auditors  
Regency House  
33 Wood Street  
Barnet, Herts  
EN5 4BE

Date: 17/09/03

# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

		2003 £	2002 £
	Notes		
Turnover		16,045	14,806
Administrative expenses		(16,345)	(15,157)
<b>Operating loss</b>	<b>2</b>	<b>(300)</b>	<b>(351)</b>
Other interest receivable and similar income		300	298
<b>Loss on ordinary activities before taxation</b>		<b>-</b>	<b>(53)</b>
Tax on loss on ordinary activities	<b>3</b>	<b>-</b>	<b>53</b>
<b>Loss on ordinary activities after taxation</b>		<b>-</b>	<b>-</b>

The profit and loss account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the profit and loss account.

# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## BALANCE SHEET AS AT 31 MARCH 2003

	Notes	2003 £	£	2002 £	£
<b>Current assets</b>					
Debtors	4	1,775		490	
Cash at bank and in hand		13,408		13,442	
		<u>15,183</u>		<u>13,932</u>	
<b>Creditors: amounts falling due within one year</b>	5	<u>(1,185)</u>		<u>(908)</u>	
<b>Total assets less current liabilities</b>			13,998		13,024
<b>Provisions for liabilities and charges</b>	6		<u>(13,980)</u>		<u>(13,006)</u>
			<u>18</u>		<u>18</u>
<b>Capital and reserves</b>					
Called up share capital	7		18		18
<b>Shareholders' funds - equity interests</b>			<u>18</u>		<u>18</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board on .....1/9/03.....

  
Brynn Dovey  
Director

# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2003

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

#### 1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable accounting standards.

#### 1.3 Turnover

Turnover represents the total value of service charges rendered to residents in the year.

#### 1.4 Deferred taxation

The accounting policy in respect of deferred tax has been changed to reflect the requirements of FRS19-Deferred tax. No provision has been made for deferred tax due to nature of the company as explained below in note 1.6.

#### 1.5 Service charges

Any deficit or surplus arising where the actual expenditure does not equal the budgeted expenditure is reflected in the accounts as a decrease or increase in provision for major works. If deficit in a year is greater than provision brought forward then such excess is reflected in accounts as a debtor and is recovered from residents in the following financial year

#### 1.6 Taxation

The Company is mutually trading enterprise and any surplus or deficit arising as a result of the difference between service charges (based on budgeted costs) and actual costs incurred do not fall within the scope of corporation tax. Tax is levied on investment income only.

#### 1.7 Provision for major works

The company is required to ensure that certain areas, external to the flats, are kept in good repairs and decorative order and this includes major works every few years. It has been decided that a separate provision should be maintained to cover the expected costs and appropriations are made from the income and expenditure account.

### 2 Operating loss

	2003	2002
	£	£
Operating loss is stated after charging:		
Auditors' remuneration	600	550



# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

3	Taxation	2003 £	2002 £
	<b>Domestic current year tax</b>		
	Adjustment for prior years	-	(53)
	<b>Current tax charge</b>	-	(53)
	<b>Factors affecting the tax charge for the year</b>		
	Loss on ordinary activities before taxation	-	(53)
	Loss on ordinary activities before taxation multiplied by standard rate of UK corporation tax of 0.00 % (2002 : 0.00 %)	-	-
	Effects of:		
	Other tax adjustments	-	(53)
	<b>Current tax charge</b>	-	(53)

Tax is levied on investment income only and investment income is below £10,000 where the corporation tax rate is 0%. Therefore no corporation tax is provided for.

4	Debtors	2003 £	2002 £
	Service charges accrued	1,713	428
	Prepayments and accrued income	62	62
		1,775	490

5	Creditors: amounts falling due within one year	2003 £	2002 £
	Service charges prepaid	-	35
	Accruals and deferred income	1,185	873
		1,185	908

# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

### 6 Provisions for liabilities and charges

	Provision for major works £
Balance at 1 April 2002	13,006
Transfer (to) / from profit and loss account	974
Balance at 31 March 2003	<u>13,980</u>

### 7 Share capital

	2003 £	2002 £
<b>Authorised</b>		
18 Ordinary shares of £ 1 each	<u>18</u>	<u>18</u>
<b>Allotted, called up and fully paid</b>		
18 Ordinary shares of £ 1 each	<u>18</u>	<u>18</u>

**CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY  
LIMITED**

**MANAGEMENT INFORMATION**

**FOR THE YEAR ENDED 31 MARCH 2003**

# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

	2003	2002
	£	£
<b>Income</b>		
Service charges	11,856	11,778
Insurance recharged	3,497	3,028
Repairs recharged	427	-
Legal costs recharged	265	-
	<u>16,045</u>	<u>14,806</u>
<b>Administrative expenses</b>	<u>(16,345)</u>	<u>(15,157)</u>
<b>Operating loss</b>	(300)	(351)
<b>Other interest receivable and similar income</b>		
Bank interest	230	298
Other interest	<u>70</u>	<u>-</u>
	<u>300</u>	<u>298</u>
<b>Deficit of income over expenditure</b>	<u>-</u>	<u>(53)</u>

# CARLTON AVENUE (BLOCK A & B) MANAGEMENT COMPANY LIMITED

## SCHEDULE OF ADMINISTRATIVE EXPENSES FOR THE YEAR ENDED 31 MARCH 2003

	2003	2002
	£	£
<b>Administrative expenses</b>		
Health and safety audit	150	411
Insurance	3,497	3,028
Directors insurance	504	433
Communal electricity	295	291
Repairs and maintenance	5,048	1,094
Cleaning and gardening	1,618	2,253
Entryphone rental	769	753
Legal costs (non service charges)	265	-
Legal and professional fees	140	140
Management fees	2,367	2,200
Audit fees	600	550
Bank charges	47	67
Provision for major works	974	3,934
Sundry expenses	71	3
	<hr/>	<hr/>
	16,345	15,157
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