

**Abbreviated Unaudited Accounts**  
**For The Year Ended 28th February 2009**  
**for**  
**UK Property Bureau Management Limited**

WEDNESDAY



\*ASU5GG1Y\*

A22

23/12/2009

170

COMPANIES HOUSE

**UK Property Bureau Management Limited**

**Contents of the Abbreviated Accounts**  
**For The Year Ended 28th February 2009**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Abbreviated Balance Sheet</b>	<b>2</b>
<b>Notes to the Abbreviated Accounts</b>	<b>4</b>
<b>Chartered Accountants' Report</b>	<b>6</b>

**UK Property Bureau Management Limited**

**Company Information**

**For The Year Ended 28th February 2009**

**DIRECTOR:**

Mr M D Schirn

**SECRETARY:**

Mr G Foremann

**REGISTERED OFFICE:**

Meridian House  
7 The Avenue  
Highams Park  
London  
E4 9LB

**BUSINESS ADDRESS:**

76 Oak Hill Crescent  
Woodford Green  
Essex  
IG8 9PN

**REGISTERED NUMBER:**

03508373 (England and Wales)

**ACCOUNTANTS:**

Reynolds & Company  
Chartered Accountants  
Meridian House  
7 The Avenue  
London  
E4 9LB

**UK Property Bureau Management Limited****Abbreviated Balance Sheet**  
**28th February 2009**

	Notes	28.2.09 £	28.2.08 £
<b>FIXED ASSETS</b>			
Tangible assets	2	196	280
<b>CURRENT ASSETS</b>			
Debtors		1,101	3,557
Cash at bank		2	3,358
		<u>1,103</u>	<u>6,915</u>
<b>CREDITORS</b>			
Amounts falling due within one year		<u>1,606</u>	<u>6,911</u>
<b>NET CURRENT (LIABILITIES)/ASSETS</b>		<u>(503)</u>	<u>4</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>(307)</u>	<u>284</u>
<b>PROVISIONS FOR LIABILITIES</b>		<u>16</u>	<u>38</u>
<b>NET (LIABILITIES)/ASSETS</b>		<u><u>(323)</u></u>	<u><u>246</u></u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	3	100	100
Profit and loss account		<u>(423)</u>	<u>146</u>
<b>SHAREHOLDERS' FUNDS</b>		<u><u>(323)</u></u>	<u><u>246</u></u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 28th February 2009.

The members have not required the company to obtain an audit of its financial statements for the year ended 28th February 2009 in accordance with Section 249B(2) of the Companies Act 1985.

The director acknowledges his responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

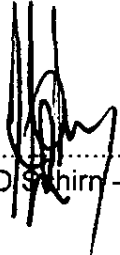
The notes form part of these abbreviated accounts

**UK Property Bureau Management Limited**

**Abbreviated Balance Sheet - continued**  
**28th February 2009**

These abbreviated accounts 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 director on 22nd December 2009 and were signed by:

  
.....  
Mr M D Schirn - Director

The notes form part of these abbreviated accounts

## UK Property Bureau Management Limited

### Notes to the Abbreviated Accounts For The Year Ended 28th February 2009

#### 1. ACCOUNTING POLICIES

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

##### **Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

##### **Turnover**

Turnover represents net invoiced sales of services, excluding value added tax.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 20% on cost

##### **Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

#### 2. TANGIBLE FIXED ASSETS

	Total £
<b>COST</b>	
At 29th February 2008	2,150
Additions	202
	<hr/>
At 28th February 2009	2,352
	<hr/>
<b>DEPRECIATION</b>	
At 29th February 2008	1,870
Charge for year	286
	<hr/>
At 28th February 2009	2,156
	<hr/>
<b>NET BOOK VALUE</b>	
At 28th February 2009	196
	<hr/>
At 28th February 2008	280
	<hr/>

#### 3. CALLED UP SHARE CAPITAL

Authorised, allotted, issued and fully paid:

Number:	Class:	Nominal value:	28.2.09 £	28.2.08 £
100	Ordinary	1	100	100
			<hr/>	<hr/>

**UK Property Bureau Management Limited**

**Notes to the Abbreviated Accounts - continued**  
**For The Year Ended 28th February 2009**

**4. TRANSACTIONS WITH DIRECTOR**

The following loan to directors subsisted during the years ended 28th February 2009 and 28th February 2008:

	28.2.09 £	28.2.08 £
<b>Mr M D Schirn</b>		
Balance outstanding at start of year	3,557	2,599
Balance outstanding at end of year	(445)	3,557
Maximum balance outstanding during year	<u>3,557</u>	<u>3,557</u>

During the year the director settled his loan with the company, and also went on to loan the company £445. This was on an interest free basis with no fixed repayment period.

The director will not seek repayment of his loan if this will jeopardise the company's cash flow.

**Chartered Accountants' Report to the Director**  
**on the Unaudited Financial Statements of**  
**UK Property Bureau Management Limited**

The following reproduces the text of the report prepared for the director in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages two to five) have been prepared.

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the company for the year ended 28th February 2009 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the company's director, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's director that we have done so, and state those matters that we have agreed to state to him in this 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 director, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the Balance Sheet as at 28th February 2009 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



Reynolds & Company  
Chartered Accountants  
Meridian House  
7 The Avenue  
London  
E4 9LB

Date: 22nd December 2009