

**ROXLEY MANOR MANAGEMENT COMPANY  
LIMITED**

**(LIMITED BY GUARANTEE WITHOUT SHARE  
CAPITAL)**

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016  
PAGES FOR FILING WITH REGISTRAR**

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**ROXLEY MANOR MANAGEMENT COMPANY LIMITED  
(LIMITED BY GUARANTEE WITHOUT SHARE CAPITAL)  
COMPANY INFORMATION**

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<b>Directors</b>	S Anthony P Ballard E A Fisher M D Coventry	(Appointed 4 April 2016)
<b>Secretary</b>	L M Abbott	
<b>Company number</b>	04187095	
<b>Registered office</b>	6 Station Road Letchworth Garden City Herts SG6 3AU	
<b>Accountants</b>	UHY Hacker Young PO Box 501 The Nexus Building Broadway Letchworth Garden City Herts SG6 9BL	

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**ROXLEY MANOR MANAGEMENT COMPANY LIMITED  
(LIMITED BY GUARANTEE WITHOUT SHARE CAPITAL)  
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**ROXLEY MANOR MANAGEMENT COMPANY LIMITED**  
**(LIMITED BY GUARANTEE WITHOUT SHARE CAPITAL)**  
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2016**

	Notes	2016 £	£	2015 £	£
<b>Current assets</b>					
Debtors	4	684		672	
<b>Creditors: amounts falling due within one year</b>	5	(684)		(672)	
<b>Net current assets</b>			-		-
<b>Members' funds</b>			-		-

The directors of the company have elected not to include a copy of the income and expenditure account within the financial statements.

For the financial year ended 31 December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors and authorised for issue on 28/03/17 and are signed on its behalf by:

S Anthony  
 Director

Company Registration No. 04187095

**ROXLEY MANOR MANAGEMENT COMPANY LIMITED**  
**(LIMITED BY GUARANTEE WITHOUT SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

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**1 Accounting policies**

**Company information**

Roxley Manor Management Company Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 6 Station Road, Letchworth Garden City, Herts, SG6 3AU.

**1.1 Accounting convention**

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

A statutory trust is imposed over service charge monies received under Section 42 of the Landlord and Tenant Act 1987 and that Roxley Manor Management Company Limited acts as a trustee in this capacity and all cash and bank balances held in the company's name are held in trust.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

These financial statements for the year ended 31 December 2016 are the first financial statements of Roxley Manor Management Company Limited prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 January 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

**1.2 Turnover**

Turnover represents amounts receivable for services net of trade discounts.

Revenue from contracts for the provision of professional services is recognised by reference to the stage of completion when the stage of completion, costs incurred and costs to complete can be estimated reliably. The stage of completion is calculated by comparing costs incurred, mainly in relation to contractual hourly staff rates and materials, as a proportion of total costs. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.

**1.3 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.4 Financial instruments**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**ROXLEY MANOR MANAGEMENT COMPANY LIMITED**  
**(LIMITED BY GUARANTEE WITHOUT SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

**1 Accounting policies**

**(Continued)**

***Impairment of financial assets***

Financial assets, other than those held at fair value through surplus and deficit, are assessed for indicators of impairment at each reporting end date.

***Derecognition of financial assets***

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

***Classification of financial liabilities***

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

***Basic financial liabilities***

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

**1.5 Equity instruments**

Equity instruments issued by the company are recorded at the proceeds received, net of direct issue costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

**2 Taxation**

No provision for corporation tax has been made as this company is a not for profit organisation and is not subject to corporation tax.

**3 Prior year adjustment**

Previously the company has reported transactions it undertook on behalf of the leaseholders of the priority as its own. The position has been amended by way of a prior year adjustment, resulting in the funds accumulated in the company being redesigned as belonging to the leaseholders as a body.

**4 Debtors**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Other debtors	684	672
	<u>          </u>	<u>          </u>

**ROXLEY MANOR MANAGEMENT COMPANY LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

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**5 Creditors: amounts falling due within one year**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Other creditors	684	672
	<u>        </u>	<u>        </u>

**6 Members' liability**

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.