

Company Number: 01229260

**RAVENS COURT (KINGSTON) RESIDENTS  
ASSOCIATION LIMITED  
REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
31ST MARCH 2004**



**PRIDIE BREWSTER  
CHARTERED ACCOUNTANTS**  
29-39 London Road  
Twickenham  
Middlesex  
TW1 3SZ

15 July 2004

**NOTICE OF MEETING**

Notice is hereby given that the Annual General Meeting of the company will be held at  
FLAT 4, RAVENS COURT on THURSDAY 16 SEPTEMBER 2004 at 7.30 p.m..

**AGENDA**

1. To receive, consider and adopt the directors' report and accounts for the year ended 31st March 2004.
2. To elect Directors.
3. To appoint Accountants.
4. Any other business

Dated: 15 July 2004

**BY ORDER OF THE BOARD**



.....  
**Tom Raymond Snelgrove**  
**Director**

Registered office:

29/39 London Road  
Twickenham  
Middlesex  
TW1 3SZ

**Notes:**

A shareholder entitled to attend and vote at the meeting may appoint one or more proxies to attend and, on a poll, vote on his behalf. A proxy need not be a member of the company.

**DIRECTORS' REPORT FOR THE YEAR ENDED 31ST MARCH 2004**

The directors have pleasure in presenting their report and the accounts of the company for the year ended 31st March 2004.

**PRINCIPAL ACTIVITIES**

The principal activity is to supervise the management of the property at Ravens Court for the mutual benefit of the Leaseholders.

**THE DIRECTORS AND THEIR INTERESTS IN SHARES OF THE COMPANY**

The directors who served the company during the year together with their beneficial interests in the shares of the company were as follows:

	Ordinary Shares of £10 each	
	At 31 March 2004	At 1 April 2003
Mrs M A Beecroft	1	1
Mr T R Snelgrove	1	1

The directors had no beneficial interest in any significant contract with the company.

**DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare accounts 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 surplus or deficiency for the year then ended.

In preparing those accounts, the directors are required to select suitable accounting policies, as described on page 7, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the accounts 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 accounts 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.

**AUDITORS**

The accountants, Pridie Brewster, Chartered Accountants are willing to continue in office, and a motion for their re-appointment will be put before the Annual General Meeting.

**SMALL COMPANY PROVISIONS**

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

Signed by order of the directors



**TOM RAYMOND SNELGROVE**  
**Director**

Registered office:  
29/39 London Road Twickenham  
Middlesex TW1 3SZ

Approved by the directors on 15 July 2004

**INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF  
RAVENS COURT (KINGSTON) RESIDENTS ASSOCIATION LIMITED****FOR THE YEAR ENDED 31ST MARCH 2004**

We have audited the accounts on pages 6 to 8 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out on page 7.

This report is made solely to the company's shareholders, 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 shareholders 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 shareholders as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS**

The directors' responsibilities for preparing the Annual Report and the accounts in accordance with applicable United Kingdom law and Accounting Standards are set out in the Statement of Directors' Responsibilities on page 2.

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

We report to you our opinion as to whether the accounts 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 accounts, 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. Our responsibilities do not extend to any other information.

**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 accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

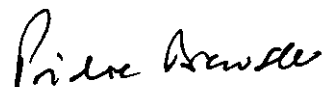
**RAVENS COURT (KINGSTON) RESIDENTS ASSOCIATION LIMITED****INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF  
RAVENS COURT (KINGSTON) RESIDENTS ASSOCIATION LIMITED (CONTINUED)****FOR THE YEAR ENDED 31ST MARCH 2004**

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 accounts 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 accounts.

**OPINION**

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 31st March 2004 and of the results of the company for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

29-39 London Road  
Twickenham  
Middlesex  
TW1 3SZ



**PRIDIE BREWSTER**  
**Chartered Accountants**  
**& Registered Auditors**

15 July 2004

## BALANCE SHEET AS AT 31ST MARCH 2004

## FIXED ASSETS

## TANGIBLE ASSETS

Head Lease on 1-12 (inclusive)  
Ravens Court, 23 Uxbridge Road,  
Kingston-Upon-Thames, Surrey.  
At cost

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## CURRENT ASSETS

Debtors and Prepayments	2	4,001	1,153
Bank deposit account		9,248	21,020
Cash at bank		3,646	2,371
		<u>16,895</u>	<u>24,544</u>

**CREDITORS: Amounts falling  
due within one year**

3	<u>2,954</u>	<u>4,702</u>
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## NET CURRENT ASSETS

<u>13,941</u>	<u>19,842</u>
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TOTAL ASSETS LESS CURRENT  
LIABILITIES

13,941	19,842
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## PROVISIONS FOR LIABILITIES AND CHARGES

Other Provisions	4	<u>13,821</u>	<u>19,722</u>
		<u>120</u>	<u>120</u>

## CAPITAL AND RESERVES

Called-up equity share capital	6	<u>120</u>	<u>120</u>
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## SHAREHOLDERS' FUNDS

<u>120</u>	<u>120</u>
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These accounts have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These accounts were approved by the directors on 15 July 2004 and are signed on their behalf by:



.....  
TOM RAYMOND SNELGROVE

DIRECTOR

## REVENUE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2004

	Note	£	2004 £	£	2003 £
<b>REVENUE</b>					
Ground Rents		396		396	
Maintenance Contributions		14,004		14,004	
Other Income - Interest		234		235	
			14,634		14,635
<b>EXPENDITURE</b>					
Rent Charge		396		396	
Maintenance of Property	8	17,995		7,051	
Administrative Costs	9	2,144		1,976	
			20,535		9,423
<b>OPERATING (DEFICIT)/SURPLUS</b>			(5,901)		5,212
General Provision	4		5,901		(5,212)
			—		—

The notes on pages 7 and 8 form part of these accounts.

**RAVENS COURT (KINGSTON) RESIDENTS ASSOCIATION LIMITED****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31ST MARCH 2004****1. ACCOUNTING POLICIES****Basis of accounting**

The accounts have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

**2. DEBTORS AND PREPAYMENTS**

	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
Ground Rent & Maintenance contributions	36	106
Lift Maintenance	282	247
Maintenance Contributions	117	800
Insurance prepayment	3,467	—
Head rent Prepayment	99	—
	<u>4,001</u>	<u>1,153</u>

**3. CREDITORS: Amounts falling due within one year**

	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
Maintenance Contributions	2,334	1,167
Cleaning	—	50
Electricity	100	—
Audit Fee	505	470
Filing Fee	15	15
Insurance - Building	—	3,000
	<u>2,954</u>	<u>4,702</u>

**4. OTHER PROVISIONS**

	<b>General Maintenance 2004 £</b>
At 1st April 2003	19,722
Transfer from / (to) Revenue Account	(5,901)
At 31st March 2004	<u>13,821</u>

**5. RELATED PARTY TRANSACTIONS**

In common with the other members, each Director is a lessee of the Property and a contributor to the running costs of the company.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2004

## 6. SHARE CAPITAL

## Authorised share capital:

	2004		2003	
	£		£	
Allotted, called up and fully paid:				
	2004		2003	
	No	£	No	£
Ordinary shares of £10 each	<u>12</u>	<u>120</u>	<u>12</u>	<u>120</u>

## 7. TAXATION

The company is a mutual trading Company within the definition of Section 486 ICTA 1988. There is no liability to tax on income other than investment income which is charged to Corporation Tax at a rate of 0%.

The Corporation tax charged on Investment Income for the year is £ – (2003 - £–).

## 8. MAINTENANCE OF PROPERTY

	2004		2003	
	£		£	
Cleaning	1,128		641	
Garden Expenses	760		750	
Light Bulbs	–		63	
Electricity	743		553	
Insurance - Building	(65)		3,000	
Lift Maintenance	528		592	
Repairs	427		273	
Lift Repairs	351		1,179	
Professional Fees-re external decoration	1,312		–	
External Decoration	12,811		–	
	<u>17,995</u>		<u>7,051</u>	

## 9. ADMINISTRATIVE COSTS

Sundry expenses	3	8
Filing Fee	15	15
Management Fees	1,621	1,463
Audit Fee	505	470
Bank Charges	–	20
	<u>2,144</u>	<u>1,976</u>