

Company Reg No: 3642679

**ST JAMES PARK (LONG DITTON) ESTATE COMPANY LIMITED**

**Report and Financial Statements**

**31 December 2012**

SATURDAY



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COMPANIES HOUSE

# ST JAMES PARK (LONG DITTON) ESTATE COMPANY LIMITED

## REPORT AND FINANCIAL STATEMENTS 2012

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### **Not forming part of the statutory financial statements**

#### **Service charge accounts**

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# ST JAMES PARK (LONG DITTON) ESTATE COMPANY LIMITED

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## DIRECTORS' REPORT

The directors present their annual report and financial statements for the year ended 31 December 2012

### STATEMENT OF DIRECTORS' RESPONSIBILITIES

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 and of the profit or loss of the company for that period. In preparing those financial statements, the directors are 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 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 2006. They 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.

### ACTIVITIES

The company's principal activity during the year continued to supervise the management of the development at St James Park, Long Ditton, Surrey, in trust for the lessees. To achieve this effectively the company appoints managing agents to act on its behalf and consequently does not trade.

### DIRECTORS' AND THEIR INTERESTS


The directors who served during the year, together with their interests in the share capital of the Company are as follows

		Ordinary shares	
		2012	2011
G T Anthony	(Resigned 13/10/12)	-	1
D W Bail		1	1
P H Brady		2	2
F M Canning		1	1
H M Catto		1	1
R P Cunningham		1	1
H A French	(Resigned 11/06/12)	-	1
V C Joll		1	1
A J Neale		1	1
J A Rooks		1	1
L Black	(Appointed 18/10/12)	-	-
R W Smith	(Appointed 15/11/12)	1	-

Approved by the Board of Directors  
and signed on behalf of the Board

H M Catto  
Chairman

Date



**ST JAMES PARK (LONG DITTON) ESTATE COMPANY LIMITED**

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**INCOME AND EXPENDITURE ACCOUNT**  
Year ended 31 December 2012

	2012	2011
	£	£
Income	-	-
Administrative expenses	-	-
<b>OPERATING PROFIT</b>	<u>-</u>	<u>-</u>
Interest receivable and similar income	-	-
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	<u>-</u>	<u>-</u>
Tax on profit on ordinary activities	-	-
<b>RETAINED SURPLUS/(LOSS) FOR THE FINANCIAL YEAR</b>	<u><u>-</u></u>	<u><u>-</u></u>

Following advice, the company acknowledges that service charges and costs are transacted in trust for the property owners and as such do not belong to the company. Separate service charge accounts are prepared on pages 5 to 7 in accordance with the Landlord and Tenant Act 1985.

**ST JAMES PARK (LONG DITTON) ESTATE COMPANY LIMITED**

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**BALANCE SHEET**  
31 December 2012

	2012	2011
	£	£
<b>FIXED ASSETS</b>	<u>-</u>	<u>-</u>
<b>CURRENT ASSETS</b>		
Amount due from St James Park (Long Ditton) Estate	-	-
Service Charge fund	<u>3,180</u>	<u>3,180</u>
	<u>3,180</u>	<u>3,180</u>
<b>CREDITORS</b> amounts falling due within one year	<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>	<u><u>3,180</u></u>	<u><u>3,180</u></u>
<b>CAPITAL AND RESERVES</b>		
Called up share capital	2 3,180	3,180
Major works reserve	-	-
<b>SHAREHOLDERS' FUNDS</b>	<u><u>3,180</u></u>	<u><u>3,180</u></u>

For the year ending 31 December 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

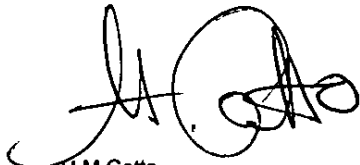
**Director's responsibilities**

The members have not required the company to obtain an audit of its accounts 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 accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Signed on behalf of the Board of Directors



H M Catto  
Director

Following advice, the company acknowledges that service charges and costs are transacted in trust for the property owners and as such do not belong to the company. Separate service charge accounts are prepared on pages 5 to 7 in accordance with the Landlord and Tenant Act 1985

**NOTES TO THE ACCOUNTS**  
Year Ended 31 December 2012

**1 ACCOUNTING POLICIES**

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

**2 SHARE CAPITAL**

	<u>2012</u>	<u>2011</u>
Authorised and allotted		
2 Ordinary 'A' shares of £10 00 each	20	20
316 Ordinary 'B' shares of £10 00 each	<u>3160</u>	<u>3160</u>
	<u>3180</u>	<u>3180</u>

**ST JAMES PARK (LONG DITTON) ESTATE**  
**Service Charge Account**

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**INCOME AND EXPENDITURE ACCOUNT**  
**Year ended 31 December 2012**

	Note	2012 £	2011 £
Income		147,859	150,181
Administrative expenses		147,979	150,271
OPERATING Excess/(Loss)		<u>(120)</u>	<u>(90)</u>
Interest receivable and similar income		152	150
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>32</u>	<u>60</u>
Tax on profit on ordinary activities	2	(32)	(60)
RETAINED SURPLUS/(LOSS) FOR THE FINANCIAL YEAR		<u><u>-</u></u>	<u><u>-</u></u>

**ST JAMES PARK (LONG DITTON) ESTATE**  
**Service Charge Account**

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**BALANCE SHEET**  
**31 December 2012**

	Note	2012 £	2011 £
<b>FIXED ASSETS</b>	6	<u>-</u>	<u>-</u>
<b>CURRENT ASSETS</b>			
Debtors	3	22,762	9,990
Cash at Bank and in hand		105,076	116,823
		<u>127,838</u>	<u>126,813</u>
<b>CREDITORS</b> amounts falling due within one year	4	41,710	28,859
<b>NET CURRENT ASSETS</b>		<u>86,128</u>	<u>97,954</u>
<b>NET ASSETS</b>		<u>86,128</u>	<u>97,954</u>
<b>CAPITAL AND RESERVES</b>			
Major works reserve	5	86,128	97,954
<b>MEMBERS' FUNDS</b>		<u>86,128</u>	<u>97,954</u>



**ST JAMES PARK (LONG DITTON) ESTATE**  
**Service Charge Account**

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**NOTES TO THE ACCOUNTS**  
Year Ended 31 December 2012

**1 ACCOUNTING POLICIES**

The financial statements are prepared in accordance with applicable accounting standards. The particular accounting policies adopted are described below

**Accounting convention**

The financial statements are prepared under the historical cost convention

**Service charge income**

Service charge income represents the amount receivable from members to recover operating costs

**2 TAX ON PROFIT ON ORDINARY ACTIVITIES**

Tax charge for the year

	2012 £	2011 £
Current taxation	32	60
Income tax on bank interest receivable	<u>32</u>	<u>60</u>

**3 DEBTORS**

	2012 £	2011 £
Service charge arrears	9,027	8,102
Service charge shortfall to be collected		318
from members 2010	-	-
from members 2011	-	5,712
from members 2012	10,369	-
Prepayments	1,254	969
Other Debtors	2,112	601
	<u>22,762</u>	<u>15,702</u>

All amounts are due within one year

**ST JAMES PARK (LONG DITTON) ESTATE**  
**Service Charge Account**

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**NOTES TO THE ACCOUNTS**  
Year Ended 31 December 2012

**4 CREDITORS- AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2012 £	2011 £
Service Charges paid in advance	29,945	22,723
Income Tax payable	121	89
Other creditors and accruals	11,644	11,759
Service charge excess to be repaid to members	-	-
	<u>41,710</u>	<u>34,571</u>

**5 MAJOR WORKS RESERVE**

	General Estate £	Electronic Gate £	Landscape /Planting £	Total
As at 1 January 2012	66,896	11,857	19,201	97,954
Transfer from service charge account	6,600	1,000	8,000	15,600
Utilised during year under review	(1,784)	-	(25,642)	(27,426)
At 31 December 2012	<u>71,712</u>	<u>12,857</u>	<u>1,559</u>	<u>86,128</u>

**6 ASSETS**

	Garden Equipment £	Dep'n £	Net Value £
Balance brought forward 1 January 2012	1,150	(1,150)	-
Additions	-	-	-
Balance carried forward 31 December 2012	<u>1,150</u>	<u>(1,150)</u>	<u>-</u>

**ST JAMES PARK (LONG DITTON) ESTATE**  
**Service Charge Account**

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**STATEMENT OF SERVICE CHARGES AND COSTS**  
Year ended 31 December 2012

	NOTE	2012 £	2011 £
<b>INCOME</b>			
Service charge income	1	147,859	150,181
Bank Interest receivable (net of tax)		120	90
		<u>147,979</u>	<u>150,271</u>
<b>SERVICE CHARGE EXPENSES</b>			
Concierge	2	12,114	12,397
General Estate	3	134,487	133,563
Electronic Gate	4	1,378	4,311
		<u>147,979</u>	<u>150,271</u>

**ST JAMES PARK (LONG DITTON) ESTATE**  
**Service Charge Account**

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**NOTES TO THE STATEMENT OF SERVICE CHARGES AND COSTS**  
Year ended 31 December 2012

	2012 £	2011 £
<b>1 SERVICE CHARGE INCOME</b>		
Service charges demanded	137,475	143,869
Sundry Income	15	600
(Excess repayable)/shortfall receivable	10,369	5,712
	<u>147,859</u>	<u>150,181</u>
<b>2 CONCIERGE EXPENSES</b>		
Staff Costs		
Salaries and National Insurance	11,842	11,700
Telephone	272	697
Other concierge costs	-	-
	<u>12,114</u>	<u>12,397</u>
<b>3 GENERAL ESTATE EXPENSES</b>		
Insurance	1,596	1,936
Electricity	6,430	5,960
Light bulb replacement	36	82
Maintenance of landscaped areas	61,792	55,166
Transfer to landscaping reserve fund	8,000	8,000
General repairs and renewals	16,758	24,530
Plant and Machinery maintenance	15,849	13,482
Bank Charges	371	346
Interest Payable	-	-
Hire of Hall	75	75
Management fees	16,090	15,240
Transfer to major works reserve fund	6,600	6,600
Water Rates	139	131
Depreciation	-	-
Legal & Professional	-	-
Printing, Stationery	337	342
Sundry expenses	414	231
Accounting	-	-
Bad Debt	-	1,442
	<u>134,487</u>	<u>133,563</u>
<b>4 ELECTRONIC GATE EXPENSES</b>		
Gate and barrier maintenance	65	3,070
Electricity	313	241
Transfer to electronic gate reserve fund	1,000	1,000
	<u>1,378</u>	<u>4,311</u>