

1022573.

BRODIE HOUSE MANAGEMENT LTD.  
DIRECTORS' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 1994

Company no. 1022573 (England and Wales)



Brodie House Management Ltd.

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**Brodie House Management Limited**

**Company Information**

Directors           The names of the persons who during the year ended 31st July 1994 served as Directors are listed on the next page.

Directors  
Shareholding       Each Director holds one share of £10 each fully paid

Secretary           E.B. Micklewright

Company Number 1022573

Registered  
Office               7-11 Woodcote Road  
                      Wallington  
                      Surrey SM6 0LH

Auditors            S. Ling & Co.  
                      7-11 Woodcote Road  
                      Wallington  
                      Surrey SM6 0LH

Brodie House Management Limited

Directors' appointment, resignation and shareholdings  
for the year ended 31st July 1994

The directors who served during the year and their shareholdings are as follows:

Name	Flat	Date of appointment	Date of resign.	No. of shares at:	
				31.7.94	31.7.93
P.E. Sims	5	3.6.94		1	1
A.C. Farmer	7	19.5.94		1	1
G.P. Fradd	9			1	1
K.J. Smith	15	15.5.94		1	-
J.L. Sims	17	13.7.93		1	1
P.J. Matter	18			1	1
E.B. Micklewright	19			1	1
I.R. Thompson	20	23.5.94		1	1
M.C. Young	22			1	1
V.Shorter (deceased)	26		- .4.94	1	1
D.A. James	27			1	1
M.A. Gouldstone	29	13.7.93		1	1
S.A. Freeman	30	7.5.94		1	1
M.I. Paddon	31			1	1
P.E. Cole	32			1	1
				<hr/>	
				15	14
				<hr/>	

Note:- A number of other "permitted shareholders" as defined by Clause 10 of the Articles of Association are eligible to be appointed Directors but in the absence of their formal consent in writing on Form 288 they have been excluded from the above list of Directors.

**Brodie House Management Limited**

**Directors' Report  
for the year ended 31st July 1994**

The Directors present their report and the financial statements for the year ended 31st July 1994

**Principal Activities and Review of the Business**

The principal activity remained that of the management and maintenance of the leasehold premises at 10 Harcourt Avenue, Wallington..

The Directors consider that the management of the Property is satisfactory.

**Results and Dividends**

The results for the year are set out on page 6. The transactions of the year resulted in an excess of income over expenditure of £2,917 (1993 -£3,566) which has been added to the reserve for future maintenance, leaving a balance of NIL to be carried forward on Income and Expenditure Account at 31st July 1994.

**Fixed Assets**

Details of movements in fixed assets during the year are set out in note 4 to the financial statements.

**Directors and their Interests**

The directors who served during the year and their interests in the company are stated on page 2. A number of other permitted shareholders (defined by clause 10 of the Articles of Association) are eligible to be elected as directors, but in the absence of their formal consent in writing on Form 288, have been excluded from the list.

**Auditors**

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Simon Ling & Co. be reappointed as auditors of the company will be put to the Annual General Meeting.

This report was approved by the Board on 13th January 1995



E.B. Micklewright  
Secretary

**Brodie House Management Limited**

**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 1985. 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.

**Brodie House Management Limited**

**Auditors' Report  
to the shareholders of Brodie House Management Limited**

We have audited the financial statements on pages 6 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

**Respective responsibilities of directors and auditors**

As described on page 4 the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

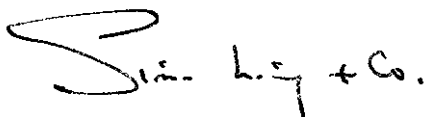
**Basis of opinion**

We conducted our audit in accordance with 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 directors 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 July 1994 and of its profit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.



**Simon Ling & Co.**

Chartered Accountants  
Registered Auditor

16th January 1995

7/11 Woodcote Road  
Wallington  
Surrey SM6 0LH

BRODIE HOUSE MANAGEMENT LIMITED

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST JULY 1994

<u>Turnover</u>	<u>Note</u>	<u>1994</u>	<u>1993</u>
Maintenance and Decoration			
Contributions receivable	1.2	13,906	13,613
Registration Fees Etc. received		-	5
Building Society Interest received	2	<u>164</u>	<u>248</u>
		14,070	13,866
<u>DEDUCT:- ADMINISTRATION EXPENSES</u>			
Maintenance (including repairs cleaning and gardening) and Decoration	1.3	6,453	6,076
<u>Less:- Part of General Provision for future maintenance used in the year</u>		<u>-</u>	<u>-</u>
	1.3	6,453	6,076
Electricity		225	594
Printing, Postage, Stationery, Telephone and Sundry Expenses		32	94
Bank Charges		15	96
Legal & Professional Charges		2,444	1,426
Audit & Accountancy		2,000	1,960
Depreciation of cost of installation of entryphone system		<u>-</u>	<u>-</u>
		<u>11,169</u>	<u>10,246</u>
		2,901	3,620
<u>LESS:-</u>			
Provision for taxation (1994 - tax overprovided)	3	(16)	62
Additional Provision for Future Maintenance and Decoration		<u>2,917</u>	<u>3,558</u>
		<u>2,901</u>	<u>3,620</u>
Surplus for the year		<u>Nil</u>	<u>Nil</u>

There are no recognised gains and losses other than those passing through the income and expenditure account.



BRODIE HOUSE MANAGEMENT LIMITED

BALANCE SHEET AT 31ST JULY 1994

	<u>Note</u>	<u>1994</u>	<u>1993</u>
<u>TANGIBLE FIXED ASSETS</u>			
Entryphone System Installation - at cost			
less depreciation	1.4. & 4	1	1
<u>CURRENT ASSETS</u>			
Stock of Entryphone Keys			
at valuation	1.5	1	1
Sundry Debtors and Prepayments			
(all due within one year)	5	8,574	8,500
Building Society Account		5,594	5,492
Bank Current Account		-	466
Cash		<u>134</u>	-
		14,303	14,459
<u>LESS:- CURRENT LIABILITIES</u>			
(all falling due within one year)			
Bank Overdraft		-	-
Sundry Creditors	6	(5,164)	(8,180)
Provision for Taxation		-	(57)
		<u>5,164</u>	<u>(8,237)</u>
<u>NET CURRENT ASSETS</u>		<u>9,139</u>	<u>6,222</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>9,140</u>	<u>6,223</u>
<u>DEDUCT:-</u>			
<u>PROVISION FOR MAINTENANCE</u>			
<u>AND DECORATION</u>	8	<u>8,820</u>	<u>5,903</u>
		<u>£320</u>	<u>£320</u>
<u>REPRESENTED BY:-</u>			
<u>CALLED UP SHARE CAPITAL</u>	7	320	320
<u>INCOME AND EXPENDITURE ACCOUNT</u>		<u>NIL</u>	<u>NIL</u>
<u>SHAREHOLDERS' FUNDS</u>		<u>£320</u>	<u>£320</u>

In preparing these financial statements:

- (a) Advantage has been taken of the special exemptions applicable to small companies conferred by Part I of Schedule 8 to the Companies Act 1985, and
- (b) In the directors' opinion the company is entitled to these exemptions as a small company.

The financial statements were approved by the Board on 16th January 1995

*E.B. Micklewright*  
E.B. Micklewright  
Director

*J.R. Thompson*  
P. Matter  
Director

**Brodie House Management Limited**

**Notes to the Financial Statements  
for the year ended 31 July 1994**

**1. Accounting Policies**

**1.1. Accounting Convention**

The financial statements are prepared under the historical cost convention and include the results of the company's operations as indicated in the directors' report, all of which are continuing.

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

**1.2 Turnover**

Turnover represents amounts receivable from half-yearly contributions levied by the Directors on all tenants of Brodie house unless waived by the Company in General Meeting. Provision has been made in these accounts for £Nil so waived (1993 - £75).

**1.3 Maintenance and decoration expenditure**

Maintenance( which includes repairs, cleaning and gardening) and decoration expenditure represents amounts payable in the year less any transfers from the reserves for future maintenance.

Cost of maintenance includes repairs, cleaning, gardening and Decoration	£6,453
	<u>          </u>

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assts are stated at cost less depreciation (calculated to write off the cost less estimated residual value of the assets over its expected useful life, as follows:

Entryphone system	-	20% straight line
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**1.5 Stock**

Stock of entryphone keys which have little value until sold to residents have been stated at nominal value of £1.

**Brodie House Management Limited**  
**Notes to the Financial Statements**  
**for the year ended 31 July 1994**

2. Interest Receivable and Similar Income	1994	1993
	£	£
Gross Building Society interest received	163	248
	<u>        </u>	<u>        </u>
3. Taxation	1994	1993
	£	£
U.K. Current year taxation - Corporation Tax @ 25% (1993 also @ 25%) on Building Society interest	41	62
<u>Less:-</u> Overprovision in prior years no longer required	<u>57</u>	<u>-</u>
1994 Overpaid (1993 payable)	<u>(£16)</u>	<u>£62</u>

The company is liable to tax only on the building society interest received.

4. Tangible assets

	Entryphone system £
Cost of installation of entryphone system on 11th July 1988	2,883
Depreciation At 1st August 1993 & 31st July 1994	<u>2,882</u>
Net Book Value At 1st August 1993 & 31st July 1994	£ 1
	<u>        </u>

Brodie House Management Ltd.

Notes to the Financial Statements  
for the year ended 31 July 1994

5. Debtors	1994	1993
	£	£
Debtors for Maintenance Contributions	1,272	579
Centro Property Services	6,744	7,733
Other debtors	297	95
Prepayments and accrued income	<u>261</u>	<u>93</u>
	<u>£8,574</u>	<u>£8,500</u>
6. Creditors: amounts falling due within one year	1994	1993
	£	£
Corporation Tax	-	57
Other creditors	3,751	4,568
Accruals and deferred income	<u>1,413</u>	<u>3,612</u>
	<u>£5,164</u>	<u>£8,237</u>

Included in accruals and deferred income for the year ended 31st July 1993 was an amount of £2,760 provided for external painting scheduled for that year, but not carried out until after 1st August 1993 with the consent of the freeholders.

7. Share Capital	1994	1993
	£	£
Authorised		
32 Ordinary shares of £10 each	<u>320</u>	<u>320</u>
Allotted, called up and fully paid		
32 Ordinary shares of £10 each	<u>320</u>	<u>320</u>

Brodie House Management Limited

Notes to the Financial Statements  
for the year ended 31 July 1994

8. Provision for Future Maintenance

The directors are unable to quantify with precision the cost of future maintenance. They have therefore provided for future expenditure in this category as follows:

	1994 £	1993 £
Provision at 1 August	5,903	2,346
Transfer to accumulated fund to meet excess repairs in future years	<u>2,917</u>	<u>3,557</u>
Provision at 31 July	<u>8,820</u>	<u>5,903</u>