

**BRODIE HOUSE MANAGEMENT  
LIMITED**

**FINANCIAL STATEMENTS**

**28TH SEPTEMBER 2000**

**Company Registration Number 1022573**

**BROOKS & CO.**

Chartered Accountants & Registered Auditors  
Mid-Day Court,  
20-24 Brighton Road,  
Sutton,  
Surrey,  
SM2 5BN.



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**BRODIE HOUSE MANAGEMENT LIMITED**

**FINANCIAL STATEMENTS**

**YEAR ENDED 28TH SEPTEMBER 2000**

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**BRODIE HOUSE MANAGEMENT LIMITED**  
**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

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**The board of directors**

J L Warner  
G P Fradd  
D A James  
E B Micklewright  
M L Paddon  
I R Thompson  
J H Morrell

**Company secretary**

E B Micklewright

**Registered office**

Centro PLC  
Mid-Day Court  
30 Brighton Road  
Sutton  
Surrey  
SM2 5BN

**Auditors**

Brooks & Co.  
Chartered Accountants  
& Registered Auditors  
Mid-Day Court,  
20-24 Brighton Road,  
Sutton,  
Surrey,  
SM2 5BN.

**Managing agents**

Centro PLC  
Mid-Day Court,  
30 Brighton Road,  
Sutton,  
Surrey,  
SM2 5BN.

**BRODIE HOUSE MANAGEMENT LIMITED****THE DIRECTORS' REPORT****YEAR ENDED 28TH SEPTEMBER 2000**

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The directors have pleasure in presenting their report and the financial statements of the company for the year ended 28th September 2000.

**PRINCIPAL ACTIVITIES**

The principal activity of the company during the year was the management of the residential property at Brodie House, 10 Harcourt Avenue, Wallington, Surrey for the mutual benefit of the Lessees.

**DIRECTORS AND THEIR INTEREST IN SHARES**

The directors who held office throughout the year are shown on the previous page and their interests in the shares of the company at the beginning and at the end of the year were one share each.

**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 at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, 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 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. 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**

A resolution to re-appoint Brooks & Co. as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

**BRODIE HOUSE MANAGEMENT LIMITED**

**THE DIRECTORS' REPORT** *(continued)*

**YEAR ENDED 28TH SEPTEMBER 2000**

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**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.

Registered office:  
Centro PLC  
Mid-Day Court  
30 Brighton Road  
Sutton  
Surrey  
SM2 5BN

Signed by order of the directors



.....  
E B Micklewright  
Company Secretary

Approved by the directors on 20th March 2001

**BRODIE HOUSE MANAGEMENT LIMITED****AUDITORS' REPORT TO THE SHAREHOLDERS****YEAR ENDED 28TH SEPTEMBER 2000**

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We have audited the financial statements on pages 5 to 9 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), under the historical cost convention and the accounting policies set out on page 7.

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

As described on page 2, the company's directors are responsible for the preparation of the 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 28th September 2000 and of the results of the company for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Mid-Day Court,  
20-24 Brighton Road,  
Sutton,  
Surrey,  
SM2 5BN.

20th March 2001

  
.....  
BROOKS & CO.  
Chartered Accountants  
& Registered Auditors

**BRODIE HOUSE MANAGEMENT LIMITED**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 28TH SEPTEMBER 2000**

	Note	2000 £	1999 £
<b>TURNOVER</b>	<b>2</b>	29,576	20,997
Expenses		21,801	10,943
<b>OPERATING SURPLUS</b>	<b>3</b>	7,775	10,054
Interest receivable		246	76
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		8,021	10,130
Taxation		-	-
<b>RETAINED SURPLUS FOR THE FINANCIAL YEAR</b>		8,021	10,130
Balance brought forward		13,523	3,393
Balance carried forward		21,544	13,523

## BRODIE HOUSE MANAGEMENT LIMITED

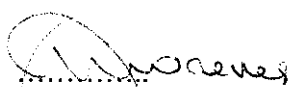
## BALANCE SHEET

28TH SEPTEMBER 2000

	Note	2000 £	1999 £
<b>FIXED ASSETS</b>			
Tangible assets	4	<u>1</u>	<u>1</u>
<b>CURRENT ASSETS</b>			
Stock		1	1
Debtors	5	10,846	2,712
Cash at bank and in hand		12,092	11,933
		<u>22,939</u>	<u>14,646</u>
<b>CREDITORS: Amounts falling due within one year</b>	6	<u>(1,076)</u>	<u>(804)</u>
<b>NET CURRENT ASSETS</b>		<u>21,863</u>	<u>13,842</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>21,864</u>	<u>13,843</u>
<b>CAPITAL AND RESERVES</b>			
Called-up equity share capital	8	320	320
Income and Expenditure Account		21,544	13,523
		<u>21,864</u>	<u>13,843</u>
<b>SHAREHOLDERS' FUNDS</b>		<u>21,864</u>	<u>13,843</u>

These financial statements 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 March 2000).

These financial statements were approved by the directors on the 20th March 2001 and are signed on their behalf by:

  
 J L Warner  
 Director



**BRODIE HOUSE MANAGEMENT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 28TH SEPTEMBER 2000**

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**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

**Turnover**

Turnover represents contributions receivable from lessees for the maintenance and upkeep of the property.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Entryphone System            -    20% per annum on reducing balance

**Stocks**

Stock of Entryphone Keys which have little value until sold to lessees, have been stated at a nominal value of £1.

**2. ANALYSIS OF TURNOVER**

Turnover comprises service charges receivable in respect of:

	<b>2000</b>	1999
	£	£
General Maintenance	<u>29,576</u>	<u>20,997</u>

**3. OPERATING SURPLUS**

Operating surplus is stated after charging:

	<b>2000</b>	1999
	£	£
Auditors' fees	<u>385</u>	<u>378</u>

**BRODIE HOUSE MANAGEMENT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 28TH SEPTEMBER 2000**

**4. TANGIBLE FIXED ASSETS**

	Entryphone System £
<b>COST</b>	
At 29th September 1999 and 28th September 2000	<u>2,883</u>
<b>DEPRECIATION</b>	
At 29th September 1999	<u>2,882</u>
At 28th September 2000	<u>2,882</u>
<b>NET BOOK VALUE</b>	
At 28th September 2000	<u>1</u>
At 28th September 1999	<u>1</u>

**5. DEBTORS**

	2000 £	1999 £
Service charges in arrears	365	1,088
Property Management Clients Account	9,644	1,551
Fire Extinguisher Contract	282	-
Section 20 Admin Fee re : Communal Carpets	555	-
Communal Electricity	-	73
	<u>10,846</u>	<u>2,712</u>

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

	2000 £	1999 £
Audit fee	385	378
Accountancy Fee	226	222
Service charges in advance	63	24
General Repairs & Maintenance	212	-
Supply of light bulbs	-	12
Window cleaning	190	168
	<u>1,076</u>	<u>804</u>

**7. RELATED PARTY TRANSACTIONS**

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

**BRODIE HOUSE MANAGEMENT LIMITED****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 28TH SEPTEMBER 2000**

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**8. SHARE CAPITAL****Authorised share capital:**

	<b>2000</b>	1999
	£	£
32 Ordinary shares of £10.00 each	320	320

**Allotted, called up and fully paid:**

	<b>2000</b>	1999
	£	£
Ordinary share capital	<u>320</u>	<u>320</u>

**BRODIE HOUSE MANAGEMENT LIMITED**  
**LANDLORD AND TENANT ACT INFORMATION**  
**YEAR ENDED 28TH SEPTEMBER 2000**

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**The following page does not form part of the statutory financial statements.**

## STATEMENT OF ESTATE AND MAINTENANCE COSTS

YEAR ENDED 28TH SEPTEMBER 2000

**EXPENSES**

Cleaning	2,308	2,175
Gardening	2,288	2,124
Window Cleaning	2,131	1,176
Tree Surgery	563	-
Pest Control	95	205
Communal Electricity	532	468
Fire Extinguisher Contract	388	235
Hall Hire	25	25
DVLA	28	20
Disposal of Vehicle	25	-
Refuse Collection	264	192
Supply of Light Bulbs	91	118
Replace Front Door	1,680	-
General Repairs and Maintenance	1,721	846
Internal Decorations	5,350	-
Section 20 Administration Fee re: Replace front door	197	-
Section 20 Administration Fee re : Internal Decorations	597	49
Statutory Filing Costs	15	15
Service Charge Written Back	35	-
Management Fees	2,857	2,695
Accountancy fees	226	222
Auditors remuneration	385	378
	<u>21,801</u>	<u>10,943</u>
Bank interest receivable	(246)	(76)
Net Costs due for the year	<u>21,555</u>	<u>10,867</u>
<b>TOTAL RECOVERABLE FROM LESSEES</b>	<u>21,555</u>	<u>10,867</u>

**ACCOUNTANTS' REPORT**

We certify that in accordance with Section 21(5) and (6) of the Landlord and Tenants Act 1985, in our opinion the foregoing is a fair summary of the costs expended and outgoings disbursed, incurred or provided for by the lessor for the year ended 28th September 2000 being sufficiently supported by accounts, receipts, other documents and information and explanations provided by the managing agents.

Mid-Day Court,  
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BROOKS & CO.  
Chartered Accountants