

**THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY LIMITED**  
**DIRECTOR'S REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2011**

Company Registration No. 3785721 (England and Wales)

**Alan Cooper Saunders Angel**

Chartered Accountants  
Kenton House  
666 Kenton Road  
Harrow, Middlesex  
HA3 9QN

WEDNESDAY



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# THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY LIMITED

## COMPANY INFORMATION

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**Director** Ms E Benveniste (Appointed 16 March 2011)

**Company number** 3785721

**Registered office** 2 The Manor House  
23A Eastbury Avenue  
Northwood  
Middlesex  
HA6 3LT

**Accountants** Alan Cooper Saunders Angel  
Chartered Accountants  
Kenton House  
666 Kenton Road  
Harrow, Middlesex  
HA3 9QN

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# THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY LIMITED

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# THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY LIMITED

## DIRECTOR'S REPORT

**FOR THE YEAR ENDED 31 DECEMBER 2011**

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The director presents her report and financial statements for the year ended 31 December 2011

### Principal activities

The principal activity of the company in the year under review was that of the management and administration, on a non profit making basis, of the communal areas relating to the development on behalf of the property owners, lessees or tenants

### Directors

The following directors have held office since 1 January 2011

Ms E Benveniste (Appointed 16 March 2011)

Mr A Mullick (Resigned 16 March 2011)

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006

On behalf of the board



Ms E Benveniste

Director

7 May 2012

# THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY LIMITED

## CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY LIMITED FOR THE YEAR ENDED 31 DECEMBER 2011

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Manor House (Northwood) Management Company Limited for the year ended 31 December 2011 set out on pages 3 to 5 from the company's accounting records and from information and explanations you have given us

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook)

This report is made solely to the Board of Directors of The Manor House (Northwood) Management Company Limited, as a body, in accordance with the terms of our engagement letter dated 25 August 2004. Our work has been undertaken solely to prepare for your approval the financial statements of The Manor House (Northwood) Management Company Limited and state those matters that we have agreed to state to the Board of Directors of The Manor House (Northwood) Management Company Limited, as a body, in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Manor House (Northwood) Management Company Limited and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that The Manor House (Northwood) Management Company Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of The Manor House (Northwood) Management Company Limited. You consider that The Manor House (Northwood) Management Company Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of The Manor House (Northwood) Management Company Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



Alan Cooper Saunders Angel  
Chartered Accountants  
666 Kenton Road  
Kenton House  
Harrow, Middlesex  
HA3 9QN

Date 22.05.2012

**THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY  
LIMITED**

**PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2011**

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	Notes	2011 £	2010 £
<b>Turnover</b>		14,850	14,850
Administrative expenses		(17,885)	(19,715)
Other operating income		-	1,377
		<hr/>	<hr/>
<b>Operating loss</b>		(3,035)	(3,488)
Other interest receivable and similar income	2	11	16
		<hr/>	<hr/>
<b>Loss on ordinary activities before taxation</b>		(3,024)	(3,472)
Tax on loss on ordinary activities		-	-
		<hr/>	<hr/>
<b>Loss on ordinary activities after taxation</b>	5	<u>(3,024)</u>	<u>(3,472)</u>

**THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY  
LIMITED**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2011**

**Company Registration No. 3785721**

	Notes	2011 £	£	2010 £	£
<b>Current assets</b>					
Debtors	3	3,536		2,939	
Cash at bank and in hand		10,444		16,937	
		<u>13,980</u>		<u>19,876</u>	
<b>Creditors. amounts falling due within one year</b>	4	<u>(2,847)</u>		<u>(5,719)</u>	
<b>Total assets less current liabilities</b>			<u>11,133</u>		<u>14,157</u>
<b>Capital and reserves</b>					
Profit and loss account	5		<u>11,133</u>		<u>14,157</u>
<b>Shareholders' funds</b>			<u>11,133</u>		<u>14,157</u>

The director considers that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006. Members have not required the company, under section 476 of the Companies Act 2006, to obtain an audit for the year ended 31 December 2011.

The director acknowledges her responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006 and for preparing accounts which give a true and fair view of the state of affairs of the company as at 31 December 2011 and of its profit or loss for the year then ended in accordance with the requirements of Companies Act 2006 relating to the accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions relating to the companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Board for issue on 7 May 2012



Ms E Benveniste  
Director

# THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011

### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### 1.2 Turnover

Turnover represents net invoiced sales of services and contribution towards administrative costs

2 Investment income	2011 £	2010 £
Bank interest	11	16
	<u>11</u>	<u>16</u>

3 Debtors	2011 £	2010 £
Other debtors	3,536	2,939
	<u>3,536</u>	<u>2,939</u>

4 Creditors amounts falling due within one year	2011 £	2010 £
Trade creditors	333	3,241
Other creditors	2,514	2,478
	<u>2,847</u>	<u>5,719</u>

### 5 Statement of movements on profit and loss account

	Profit and loss account £
Balance at 1 January 2011	14,157
Loss for the year	(3,024)
Balance at 31 December 2011	<u>11,133</u>



**THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY  
LIMITED**

**MANAGEMENT INFORMATION**

**FOR THE YEAR ENDED 31 DECEMBER 2011**

**THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY  
LIMITED**

**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2011**

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	2011	2010
	£	£
<b>Turnover</b>		
Service charge receivable	14,850	14,850
<b>Administrative expenses</b>	(17,885)	(19,715)
	<u>(3,035)</u>	<u>(4,865)</u>
<b>Other operating income</b>		
Sundry income	-	1,377
	<u>(3,035)</u>	<u>(3,488)</u>
<b>Operating loss</b>		
	(3,035)	(3,488)
<b>Other interest receivable and similar income</b>		
Bank interest - received	11	16
	<u>(3,024)</u>	<u>(3,472)</u>
<b>Loss before taxation</b>		
	<u><u>(3,024)</u></u>	<u><u>(3,472)</u></u>

**THE MANOR HOUSE (NORTHWOOD) MANAGEMENT COMPANY  
LIMITED**

**SCHEDULE OF ADMINISTRATIVE EXPENSES  
FOR THE YEAR ENDED 31 DECEMBER 2011**

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	2011	2010
	£	£
<b>Administrative expenses</b>		
Electricity	819	771
Maintenance	9,631	9,871
Building insurance	2,543	2,490
Entry phone maintenance	265	203
Annual return fee	14	45
Pump station maintenance	710	678
Gate maintenance	108	504
Lift maintenance	525	2,453
Telephone	321	202
Legal and professional fees	452	175
Management charges	1,490	1,473
Accountancy fee	864	828
Sundry expenses - allowable	143	22
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	17,885	19,715
	<hr/>	<hr/>