

Registered Number: 2592305

In England and Wales

SWEET BRIAR COURT MANAGEMENT LIMITED

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2002

SWEET BRIAR COURT MANAGEMENT LIMITED

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2002

DIRECTORS: Ms. C. Lewis  
P.J. Higgs Esq.

COMPANY SECRETARY: Hertford Company Secretaries Ltd.

REGISTERED OFFICE: Belcon House  
Essex Road  
Hoddesdon  
Herts  
EN11 0DR

REGISTERED NUMBER: 2592305 (England and Wales)

AUDITORS: Cook and Partners  
Chartered Accountants and  
Registered Auditors  
Manufactory House  
Bell Lane  
Hertford  
Hertfordshire SG14 1BP

SWEET BRIAR COURT MANAGEMENT LIMITEDREPORT OF THE DIRECTORS

The Directors present their report with the financial statements of the company for the year ended 31st March 2002.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review consisted 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 Directors in office in the year and their beneficial interests in the company's issued ordinary share capital were as follows:

	<u>2002</u>	<u>2001</u>
Ms. C. Lewis	1	1
P.J. Higgs Esq.	1	1

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 the 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. 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.

SWEET BRIAR COURT MANAGEMENT LIMITED

REPORT OF THE DIRECTORS

(CONTINUED)

AUDITORS

The Auditors, Cook and Partners, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

SMALL COMPANY EXEMPTIONS

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

Signed on Behalf of  
The Board of Directors

FOR AND ON BEHALF OF  
HERTFORD COMPANY SECRETARIES LIMITED

  
..... E.V.L. NOBLE  
DIRECTOR

.....  
Director or Secretary

Approved by the Board on... 18.11.02 .....

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SWEET BRIAR COURT  
MANAGEMENT LIMITED

We have audited the financial statements of Sweet Briar Court Management Limited for the year ended 31st March 2002 on pages five to eight. These financial statements 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 therein.

Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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

We report to you our opinion as to whether the financial statements 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 report of the Directors is not consistent with the financial statements, 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 report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of 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 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 31st March 2002 and of its loss for the year then ended and have been properly prepared in accordance with the Companies Act, 1985.

*Cook and Partners*  
Cook and Partners,  
Chartered Accountants  
and Registered Auditors,  
Manufactory House,  
Bell Lane,  
Hertford, Herts.

Dated: 26/11/02

## SWEET BRIAR COURT MANAGEMENT LIMITED

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2002

	2002	2001
	£	£
TURNOVER (Note 1)	19,800	18,210
Administrative Expenses	22,806	15,111
OPERATING PROFIT / (LOSS)	(3,006)	3,099
Interest Payable	(145)	(125)
Interest Receivable	197	154
PROFIT / (LOSS) ON ORDINARY		
ACTIVITIES before Taxation (Note 6)	(2,954)	3,128
TAXATION		
Corporation Tax at 10% (12.50%)	20	15
	(2,974)	3,113
RETAINED PROFIT / (LOSS) brought forward	8,285	5,172
RETAINED PROFIT / (LOSS) carried forward	£5,311	£8,285

The notes form part of these financial statements.

## SWEET BRIAR COURT MANAGEMENT LIMITED

## BALANCE SHEET AT 31ST MARCH 2002

CURRENT ASSETS	2002		2001	
	£	£	£	£
Debtors (Note 2)		8,096		10,093
Prepaid Expenses (Note 3)		536		531
Deduct: CREDITORS amounts falling due within one year		8,632		10,624
Creditors (Note 4)	122		108	
Accrued Expenses (Note 5)	2,699	2,821	1,731	1,839
<b>TOTAL NET ASSETS / (LIABILITIES)</b>		<b>£5,811</b>		<b>£8,785</b>

Represented by:-

## SHARE CAPITAL

Authorised	No	£	No	£
Ordinary Shares of £10 each	50	£500	50	£500
Issued and Fully Paid	===	===	===	===
Ordinary Shares of £10 each	50	500	50	500
PROFIT AND LOSS ACCOUNT		5,311		8,285
		£5,811		£8,785

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities.

Signed on behalf of the Board of Directors *[Signature]* Director

These accounts were approved by the Board of Directors on 11/11 2002.

The notes form part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2002

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities.

Turnover

Turnover represents Maintenance Charges Receivable in respect of communal expenditure in the ordinary course of business. Value Added Tax is not charged thereon.

2. DEBTORS: Made up as follows:-

(Amounts owed to the Company)	2002	2001
Maintenance Charges in Arrears	£ 1,213	£ 1,906
Funds Held By Managing Agents	6,672	7,976
Sundry Debtor	211	211
	----- £8,096 =====	----- £10,093 =====

3. PREPAID EXPENSES: Made up as follows:-

(Amounts that have been paid for but are in respect of the next Accounting Period)	2002	2001
Insurance Premiums	£ 492	£ 487
Company Secretarial Fees	44	44
	----- £536 =====	----- £531 =====

4. CREDITORS: Made up as follows:-

(Amounts owed by the Company)	2002	2001
Maintenance Charges in Advance	£ 102	£ 93
Corporation Tax	20	15
	----- £122 =====	----- £108 =====

SWEET BRIAR COURT MANAGEMENT LIMITED

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2002

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5. ACCRUED EXPENSES: Made up as follows:-

----- (Amounts owed by the Company for expenses incurred during the Current Accounting Period but not yet paid for)	2002	2001
	-----	-----
	£	£
Insurance Premiums	315	315
Communal Electricity	89	106
General Cleaning Maintenance and Repairs	836	402
Managing Agents Fees	304	82
Audit and Accountancy Fees	537	521
Sundry Expenses	63	-
Deferred Payment Charges	555	305
	-----	-----
	£2,699	£1,731
	=====	=====

6. PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION

----- The Profit / (Loss) on ordinary activities before taxation is stated after (charging) crediting the following:-	2002	2001
	-----	-----
	£	£
Auditors Remuneration	(231)	(224)
Bank Charges and Interest Paid	(145)	(125)
Interest Received	197	154

## SWEET BRIAR COURT MANAGEMENT LIMITED

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2002

INCOME	2002		2001	
	£	£	£	£
Maintenance Charges Receivable		19,800		18,210
Bank Interest Received		19,800		18,210
Less: Corporation Tax	197		154	
	20	177	15	139
<b>TOTAL INCOME</b>		<b>19,977</b>		<b>18,349</b>
<b>Deduct: EXPENDITURE</b>				
Insurance Premiums	2,805		2,721	
Communal Electricity	578		590	
General Cleaning Maintenance and Repairs	10,048		6,345	
Security/Aerial Systems	1,041		-	
Managing Agents Fees	3,572		3,209	
Audit and Accountancy Fees	537		521	
Legal Fees and Debt Collection Charges	229		-	
Bank Charges and Interest Paid	145		125	
Sundry Expenses	180		122	
Company Secretarial Fees	176		176	
Fencing	-		1,427	
New Hall Carpeting	3,640		-	
		22,951		15,236
<b>EXCESS OF INCOME / (EXPENDITURE) FOR YEAR</b>		<b>(2,974)</b>		<b>3,113</b>

This page does not form part of the statutory financial statements.

SWEET BRIAR COURT MANAGEMENT LIMITED

BALANCE OF MAINTENANCE CHARGES SUMMARY FOR THE YEAR ENDED 31ST MARCH  
2002

	<u>2002</u>	<u>2001</u>
Maintenance Charges in Arrears	<u>£1,213</u>	<u>£1,906</u>
Maintenance Charges in Advance	<u>£102</u>	<u>£93</u>

ACCOUNTANTS REPORT UNDER THE LANDLORD AND TENANT ACT 1985

(AS AMENDED BY LANDLORD AND TENANT ACT 1987)

SWEET BRIAR COURT MANAGEMENT LIMITED

We have examined the schedules on Appendices A and B as required by the Landlord & Tenant Act 1985 as amended by the Landlord & Tenant Act 1987.

Respective responsibilities of landlord and auditors

The Landlord is responsible for preparing schedules of relevant costs in relation to service charges if requested to do so by a tenant or secretary of a recognized tenant's association. It is our responsibility to form an opinion whether these schedules are a fair summary complying with the requirements of Section 21(5) of the Landlord & Tenant Act 1985 (as amended by the Landlord & Tenant Act 1987) and are sufficiently supported by accounts, receipts and other documents produced to us.

Opinion

In our opinion, these schedules are a fair summary complying with the requirements of Section 21(5) of the Landlord & Tenant Act 1985 (as amended by the Landlord & Tenant Act 1987) and are sufficiently supported by accounts, receipts and other documents produced to us.

*Cook and Partners*

Cook and Partners  
Chartered Accountants  
Manufactory House  
Bell Lane  
Hertford  
Hertfordshire

Dated: 26/11/02

This page does not form part of the statutory financial statements.

