



**Sweet Briar Court Management Limited**  
**Contents Page**  
**for the year ending 31st March 2011**

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	<b>Page No</b>
Directors Report	2
Accountants report	3
Profit and Loss account	4
Balance sheet	5
Notes to the accounts	6 - 7
Detailed income and expenditure accounts (for management use only)	8 - 9

**Sweet Briar Court Management Limited**  
**Directors' Report**  
**for the year ending 31st March 2011**

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The Directors present their report and accounts for the year ending 31st March 2011.

**Principal Activity**

The company's principal activity during the year was property and estate management. The Company's directors are satisfied with the results for the year and at the year end.

**Directors Responsibilities**

The Directors are responsible for preparing the Directors' report and financial statements in accordance with applicable laws and regulations.

Company law requires the Directors to prepare accounts for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for a period. In preparing these financial statements the Directors are required to:

- Select suitable accounting policies and apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the accounts on a going concern basis unless it is inappropriate to presume the Company will continue in business.

The Directors are responsible for keeping proper accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the Company complies 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.

**Directors**

The Directors for the years ended 31st March 2011 and 2010 were as follows:-

CJ Hooper

MJ Wakefield

**Auditors**

Under section 487 of the Act the reporting accountants, Ashleys (Hitchin) Limited, will be deemed to have been re-appointed 28 days after these financial statements were sent to members or 28 days after the latest date prescribed for filing the accounts with the registrar, whichever is earlier.

The report of the director has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006.

**Signed on behalf of  
The Board of Directors**

  
MIKE WAKEFIELD

**Date:** 28 August 2011

**Accountants Report to the shareholders  
on the unaudited Financial Statements of  
Sweet Briar Court Management Limited**

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You have acknowledged on the Balance Sheet as at 31st March 2011 your duty to ensure that the Company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the Company is exempt from the statutory requirement for an audit for the year.



**Brian M Burke (Senior Statutory Auditor)  
for and on behalf of  
Ashleys (Hitchin) Limited  
Chartered Accountants and Statutory Auditors**

Invision House  
Wilbury Way  
Hitchin  
Hertfordshire  
SG4 0TY

Date:

6/9/11

**Sweet Briar Court Management Limited**  
**Profit and loss account**  
**for the year ending 31st March 2011**

	Note	2011 £	2010 £
<b>Service charge income</b>	2	32,000	29,823
Service charge expenses		<u>( 31,952)</u>	<u>( 25,797)</u>
<b>Gross Profit</b>		48	4,026
Transfer (to)/from repairs reserve		<u>( 5,000)</u>	<u>( 5,000)</u>
<b>Operating Loss</b>	3	<u>( 4,952)</u>	<u>( 974)</u>
Interest receivable and similar income		<u>Nil</u>	<u>Nil</u>
<b>Loss on ordinary activities before tax</b>		<u>( 4,952)</u>	<u>( 974)</u>
Tax on profit on ordinary activities		<u>Nil</u>	<u>Nil</u>
<b>Loss on ordinary activities after tax</b>		<u><u>( 4,952)</u></u>	<u><u>( 974)</u></u>

All income was derived from within the United Kingdom from continuing operations. No operations were discontinued during the year.

The notes on the attached pages form part of these accounts

## Sweet Briar Court Management Limited

## Balance Sheet

Company Number:2592305

as at 31st March 2011

	Note	2011		2010	
		£	£	£	£
<b>Current Assets</b>					
Debtors due within one year	4	5,451		4,625	
Cash at bank and in hand		3,341		4,921	
		<u>8,792</u>		<u>9,546</u>	
<b>Creditors: amounts falling due within one year</b>	5	<u>4,344</u>		<u>5,146</u>	
<b>Net current assets</b>			<u>4,448</u>		<u>4,400</u>
<b>Net assets</b>			<u><u>4,448</u></u>		<u><u>4,400</u></u>
<b>Capital and reserves</b>					
			£		£
Called up share capital	7		500		500
Profit and loss account			(18,652)		(13,700)
Repairs Reserve	6		<u>22,600</u>		<u>17,600</u>
<b>Shareholders' funds - equity</b>			<u><u>4,448</u></u>		<u><u>4,400</u></u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provision of section 477 of the Companies Act 2006 and members have not required to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The directors acknowledge their responsibility for ensuring that the Company keeps accounting records which comply with section 386 of the Companies Act 2006, and for preparing financial statements which give a true and fair view of the state of affairs of the Company as at 31st March 2011 and of its loss for the year then ended in accordance with the requirements of section 396 of the Act and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions relating to the small companies regime within part 15 of the Companies Act 2006 and in accordance with the Financial Report Standard for Smaller Entities (effective April 2008.)

Approved by the board

Director.

*Mike Wakefield* MIKE WAKEFIELD

Date:

28 August 2011

The notes on the attached pages form part of these accounts

Sweet Briar Court Management Limited  
Notes to the accounts  
for the year ending 31st March 2011

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1 *Accounting policies*

Basis of preparation of financial statements

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

Cash flow

The financial statements do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Report Standard for Smaller Entities (effective April 2008.)

2 *Service Charge Income*

Service charges recoverable - income from the residents/tenants that is recoverable under the their purchase agreement/lease is accounted for on an accrual basis. Over/under accruals from previous period are dealt with in the following year in the profit and loss account.

3 *Operating Profit*

	2011	2010
	£	£
Operating profit is stated after charging:		
Auditors remuneration	553	506

4 *Debtors*

	2011	2010
	£	£
Trade debtors	3,690	2,999
Prepayments		
Insurance	1,761	1,626
	5,451	4,625

5 *Creditors: amounts falling due within one year*

	2011	2010
	£	£
Trade creditors	2,023	1,716
Accruals and deferred income		
Cleaning, garden maintenance and repairs	1,313	1,821
Audit and accountancy fees	524	500
24 hour callout	-	75
Debt Recovery and deferred payment charges	484	-
Electrical repairs	-	476
Repairs	-	558
	4,344	5,146

Sweet Briar Court Management Limited  
Notes to the accounts  
for the year ending 31st March 2011

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6	<i>Repairs reserve</i>	2011	2010
	<u>Road/Pathway Maintenance Reserve</u>	£	£
	At 1st April 2010	5,600	4,600
	Charged to the profit and loss accounts in the year	1,000	1,000
	At 31st March 2011	<u>6,600</u>	<u>5,600</u>
	 <u>Redecoration Reserve</u>		
	At 1st April 2010	12,000	8,000
	Charged to the profit and loss accounts in the year	4,000	4,000
	At 31st March 2011	<u>16,000</u>	<u>12,000</u>
7	<i>Share capital</i>	2011	2010
		£	£
	<i>Authorised share capital</i>		
	Class A shares of £10 each	<u>500</u>	<u>500</u>
	 <i>Issued and fully paid</i>		
	Class A shares of £10 each	<u>500</u>	<u>500</u>
8	<i>Reconciliation of movements in shareholders' funds</i>	2011	2010
		£	£
	Shareholders' funds as at 1st April 2010	4,400	374
	Retained Loss for the year	(4,952)	(974)
	Transfer to repairs reserve	5,000	5,000
	Shareholders' funds as at 31st March 2011	<u>4,448</u>	<u>4,400</u>

**Sweet Briar Court Management Limited**  
**Income and Expenditure Account**  
**for the year ending 31st March 2011**

	2011		2010	
	£	£	£	£
<b>Income</b>				
Service charge receivable		32,000		29,823
Recovery of costs		1,222		455
<b>Total Income</b>		<b>33,222</b>		<b>30,278</b>
 <b>Less: Expenditure</b>				
Cleaning, garden maintenance and repairs	8,836		8,740	
Audit and accountancy fees	553		506	
Management fees	5,663		5,166	
Sundry expenses	330		667	
Movement in reserves for future expenditure	5,000		5,000	
Repairs & Renewals	2,076		1,742	
Debt Recovery and deferred payment charges	1,110		479	
Insurance	8,905		8,170	
Light & Heat	643		883	
Entryphone & fire alarm system	2,109		-	
Electrical testing	973		-	
Bin Store clean & repairs	43		132	
24 hour call-out	(75)		299	
Health & Safety survey	385		-	
Asbestos survey	329		-	
Fire safety survey	294		-	
Electrical repairs	1,000		(532)	
		<b>38,174</b>		<b>31,252</b>
 <b>Excess of expenditure over income from Reserves</b>		<b>(4,952)</b>		<b>(974)</b>

**Sweet Briar Court Management Limited**  
**Balance of Maintenance charges summary**  
**for the year ending 31st March 2011**

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	2011	2010
	£	£
Maintenance charges in arrears	3,690	2,999
Maintenance charges in advance	2,023	1,716
	<u>          </u>	<u>          </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 reviewed the income and expenditure account on page 8 and the balance of maintenance charges summary on page 9 and can confirm that in our opinion Sweet Briar Court Management Limited for the year ending 31st March 2011 comply with the Landlord and Tenant Act 1985 (as amended by Landlord and Tenant Act 1987), and are supported by accounts, receipts and other documents provided to us.



**Brian M Burke (Senior Statutory Auditor)**  
**for and on behalf of**  
**Ashleys (Hitchin) Limited**  
**Chartered Accountants and Statutory Auditors**

Invision House  
Wilbury Way  
Hitchin  
Hertfordshire  
SG4 0TY

Date: 6/9/11