

Company reference 02592305

**SWEET BRIAR COURT MANAGEMENT LIMITED
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016**

SWEET BRIAR COURT MANAGEMENT LIMITED
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FOR THE YEAR ENDED 31ST MARCH 2016

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SWEET BRIAR COURT MANAGEMENT LIMITED
DIRECTORS' REPORT
FOR THE YEAR ENDED 31ST MARCH 2016

The directors present their report and financial statements for the year ended 31st March 2016

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.

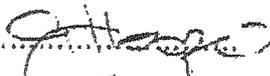
Directors

The Directors who served the Company during the year were as follows:

C Hooper
M Wakefield

This Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the board

.....

C HOOPER

Director

Date:

SWEET BRIAR COURT MANAGEMENT LIMITED
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2016

	Note	2016 £	2015 £
Turnover	2	55,057	39,979
Administrative expenses		(47,504)	41,835
Gross Profit		7,553	1,856
Transfer (to)/from reserve		(7,700)	(4,200)
Operating Profit		(147)	(6,056)
Interest receivable and similar income		147	115
Profit / (Loss) on ordinary activities before tax		-	(5,941)
Tax on profit on ordinary activities	3	NIL	NIL
Profit / (Loss) on ordinary activities after tax		-	(5,941)

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

SWEET BRIAR COURT MANAGEMENT LIMITED
BALANCE SHEET AS AT 31ST MARCH 2016

Current Assets	Note	2016 £	2015 £
Debtors	4	3,370	5,927
Cash at bank		28,954	5,758
		<u>32,324</u>	<u>11,685</u>
Creditors: Amounts falling due within one year	5	<u>15,941</u>	<u>3,703</u>
Net Assets		<u>16,383</u>	<u>7,982</u>
Capital and Reserves			
Called up share capital		500	500
Profit and loss account		-	(31,182)
Reserve fund	6	15,883	38,664
Shareholders' Funds		<u>16,383</u>	<u>7,982</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2016

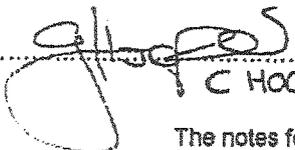
The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:-

- (i) Ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and;
- (ii) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared and delivered in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the board of directors and signed on.....

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 C HOOPER Director

The notes form part of these financial statements

SWEET BRIAR COURT MANAGEMENT LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2016

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 Reporting Standard for Smaller Entities (effective January 2015.)

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 Reporting Standard for Smaller Entities (effective January 2015.)

2) Turnover

Turnover represents maintenance charges receivable.

3) Taxation

No liability to UK corporation tax arose on ordinary activities for the year ending 31st March 2016 nor for the year ending 31st March 2015.

4) Debtors

	2016	2015
	£	£
Trade debtors	-	4,283
Prepayments	1,708	1,644
Service charges in arrear	1,662	-
	<u>3,370</u>	<u>5,927</u>

5) Creditors: amounts falling due within one year

	2016	2015
	£	£
Trade creditors	9,100	379
Accruals and deferred income	725	3,324
Service charges in advance	6,116	-
	<u>15,941</u>	<u>3,703</u>

6) Share Capital

Authorised Share Capital

Class A shares of £10 each

	2016	2015
	£	£
	<u>500</u>	<u>500</u>

Issued and fully paid

Class A shares of £10 each

	<u>500</u>	<u>500</u>
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SWEET BRIAR COURT MANAGEMENT LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2016

7)	Reserve Funds	2016	2015
	<u>Reserve Fund - Roadway/Pathway</u>	£	£
	At 1st April 2015	10,800	9,600
	Transfer to / (from) reserves	-	1,200
	At 31st March 2016	<u>10,800</u>	<u>10,800</u>
	 <u>Reserve Fund - Redecoration</u>		
	At 1st April 2015	27,864	24,864
	Profit and Loss account transferred	(31,181)	-
	Collection for 2015 shortfall	7,700	-
	Transfer to/ (from) reserves	700	3,000
	At 31st March 2016	<u>5,083</u>	<u>27,864</u>
8)	Summary of Costs		
	A) Costs in respect of which no demand for payment was received during the year	£	725
	B) Costs in respect of which a demand for payment was received but no payment made prior to the end of the year	£	5,138
	C) Costs in respect of which a demand for payment was received and payment was made prior to the end of the year	£	37,449
	D) Contribution to (from) reserves	£	8,400
	Total		<u><u>51,712</u></u>

ACCOUNTANT'S REPORT OF FACTUAL FINDINGS TO THE LANDLORD OF SWEET BRIAR COURT MANAGEMENT LIMITED

In accordance with our engagement letter we have performed the procedures agreed with you and enumerated below with respect to the attached service charge statement of account in respect of Sweet Briar Court Management Limited for the year ended 31 March 2016 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the landlord of Sweet Briar Court Management Limited for issue with the service charge supplementary information in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the landlord and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the landlord for our work or for this report.

Basis of Report

Our work was carried out having regard to Technical Release 03/11 Residential Service Charge Accounts published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedures we carried out with respect to the service charge accounts were:

1. to check whether the figures contained in the information were extracted correctly from the accounting records maintained by the Managing Agent;
2. to check, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
3. to check whether the balance of service charge monies for this property are held in designated accounts with Barclays Bank PLC and the balances reconciled to the fund balances shown within the statement of account.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than in making the factual statements set out below.

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

Report of Factual Findings

- a. With respect to item 1 we found the figures in the statement of account to have been extracted correctly from the accounting records.
- b. With respect to item 2 we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.
- c. With respect to item 3 we found that all service charge monies for the property were held in a designated account and the balances reconciled to the fund balance shown in the statement of account.

Bradshaw Johnson
Chartered Accountants

Bradshaw Johnson

Date 3-10-16

Appendix 2

SWEET BRIAR COURT MANAGEMENT LIMITED**INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31ST MARCH 2016**

	<u>2016</u> <u>Actual</u> £	<u>2016</u> <u>Budget</u> £
Income		
Service Charges Demanded	55,056.50	
Bank Interest Received	147.01	
	<u>55,203.51</u>	
 <u>House Expenditure</u>		
External Landscaping	4,221.00	4,600.00
Tree Pruning	62.40	-
Public Liability Insurance	-	160.00
Directors & Officers Insurance	-	160.00
Annual Accounts & Audit	220.00	220.00
General Repairs - External	874.28	1,200.00
Electrical Repairs	132.00	100.00
H&S Assessments	144.00	146.00
Postage	100.80	86.40
Company Secretarial Fees	69.60	62.40
24 Hour Call Out	-	120.00
Management Fee	<u>1,835.00</u>	<u>1,835.24</u>
	7,659.08	8,690.04
 <u>Transfers to/(from) Reserve</u>		
Pavements	40.00	40.00
Trees	40.00	40.00
Shortfall on previous period	1,426.00	1,426.00
	<u>9,165.08</u>	<u>10,196.04</u>
 Total Estate Expenditure		
 <u>Flats Expenditure</u>		
Internal Cleaning	2,515.20	1,800.00
Waste Management Collection	144.00	450.00
Tree Pruning	93.60	-
Bin store cleaning	97.20	400.00
Window Cleaning	3,219.62	2,600.00
Pest Control	180.00	360.00
External landscaping	5,859.00	6,900.00
Electricity	907.73	1,250.00
Buildings & Terrorism	8,587.90	9,020.00
Public Liability Insurance	-	240.00
Directors & Officers Insurance	45.66	240.00
Annual Accounts & Audit	330.00	330.00
General repairs - internal	1,816.00	1,500.00
General repairs - external	1,311.42	1,800.00
Electrical repairs	136.92	450.00
Entryphone	594.06	1,200.00
H&S assessments	696.00	219.00
Fire Risk Assessment	-	500.00
Asbestos	360.00	330.00
Postage	151.20	129.60
Company Secretarial Fees	104.40	93.60
24 hour call out	-	180.00
Legal and Professional Fees	74.00	-
Sundries	353.80	-
Management Fee	<u>8,075.18</u>	<u>8,074.76</u>
	35,652.89	37,966.96

Appendix 2

Transfers to/(from) Reserves		
Pavements	60.00	60.00
Internal redecoration	100.00	100.00
External redecoration	100.00	100.00
Trees	60.00	60.00
Carpets	100.00	100.00
Fire risk works	100.00	100.00
Roof	100.00	100.00
Shortfall on previous period	6,274.00	6,274.00
Total Flats Expenditure	<u>42,546.89</u>	<u>44,860.96</u>
Total Expenditure	<u>51,711.97</u>	<u>55,057.00</u>
(Deficit) / Surplus for the year	3,491.54	
Transfer (to) / from Reserve	-	
Balancing Adjustment to be (Distributed) / Collected	(3,491.54)	
	<u>-</u>	