

Sweet Briar Court Management Limited

Report of the Directors and Financial Statements for the Year Ended

31 March 2017

Company Number 02592305

Sweet Briar Court Management Limited

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2017

INDEX

PAGE

1	REPORT OF THE DIRECTORS
2	INCOME STATEMENT
3	BALANCING STATEMENT
4	CASH FLOW STATEMENT
5 - 7	NOTES TO THE FINANCIAL STATEMENTS

SWEET BRIAR COURT MANAGEMENT LIMITED - Registered number 02592305

REPORT OF THE DIRECTORS

YEAR ENDED 31ST MARCH 2017

The Directors submit their report together with the financial statements for the year ended 31st March 2017.

PRINCIPAL ACTIVITIES AND BUSINESS REVIEW

Principal activities

The principal activities of the company are to manage, maintain and administer the land and leasehold buildings at 1-101 (odd numbers only) Farriers Close, Swindon.

The company operates under the terms of:

- a) the leases entered into between the company, leaseholders and the freeholder
- b) the deeds of covenant between freeholders of houses at Farriers Close and the company.
- c) the Memorandum and Articles of Association of the company.

The company's members are the leaseholders of the 30 flats and owners of 20 houses at Farriers Close, Swindon, a total of 50 properties. In order to meet the expenses of maintaining the site the company charge its members an annual Service Charge. This is made up as follows:

Common Areas:

Expenditure relating to "Common Areas" (grounds maintenance and other shared expenses of running the management company). The charge relating to Common Areas is allocated and paid equally between the 50 properties. 1/50th per property.

Common Parts:

The 30 flat leaseholders additionally pay equally for expenditure that relates to "Common Parts" (maintenance and insurance of the communal or shared areas of the flats) 1/30th per flat leaseholder.

Business review

The service charges for the year were: Common Areas £349.80 (2016: £509.80) and Common Parts £1,053.03 (2016: £985.55). New directors were appointed during the year who appointed new managing agents from 1 April 2017 and set the service charges for the year to 31 March 2018 at Common Areas £312.00 and Common Parts £948.00.

Common Areas:

The new directors considered the standard of grounds maintenance to be poor and are concerned at the lack of maintenance to the exterior lighting. These issues will be addressed in the year to 31 March 2018.

Common Parts:

The new directors consider the standard of cleaning and maintenance of the common parts to be poor. These issues will be addressed in the year to 31 March 2018, together with other improvements and overdue electrical inspection condition reports will be commissioned.

SERVICE CHARGE ACCOUNTS

The directors have produced the statutory accounts for the period to show the service charge accounts passing through the company as they consider the company is acting as a principal rather than agent to the members.

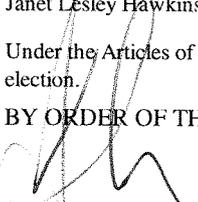
DIRECTORS

The directors who have held office during the period from 1 April 2016 to the date of this report are as follows:

Carole Julia Hooper - resigned 17 November 2016
Michael John Wakefield - resigned 17 November 2016
Carl Bellinger - appointed 1 November 2016
Michael John Griffen - appointed 13 November 2016
Janet Lesley Hawkins - appointed 19 January 2017

Under the Articles of Association all serving directors are due to retire at the next Annual General Meeting and may offer themselves for re-election.

BY ORDER OF THE BOARD


John R Morris FCMA CGMA MIRPM - Company Secretary
12 December 2017

Registered office: 15 Windsor Road, Swindon SN3 1JP
www.farriersclose.rmcweb.site

SWEET BRIAR COURT MANAGEMENT LIMITED - Registered number 02592305

Income Statement

For the year ended 31 March 2017

		31.03.17	31.03.16
	Note	£	£
Turnover	2	49,081	55,056
Operating charges		(40,023)	(43,311)
Operating surplus		9,058	11,745
Interest receivable	7	115	147
Retained surplus for the year	8	9,173	11,892

SWEET BRIAR COURT MANAGEMENT LIMITED - Registered number 02592305

Balance Sheet		31.03.17		31.03.16	
31 March 2017	Notes	£	£	£	£
Current Assets					
Cash at Bank		0		28,954	
Debtors	3	<u>31,541</u>		<u>3,370</u>	
		31,541		32,324	
Creditors:					
Amounts falling due within one year	4	(2,494)		(12,450)	
Net Current Assets			<u>29,047</u>		<u>19,874</u>
Total Assets Less Current Liabilities			<u><u>29,047</u></u>		<u><u>19,874</u></u>
Capital and Reserves					
Called up share capital	5		<u>500</u>		<u>500</u>
Shareholders' funds - equity interests			500		500
Service Charge reserves:					
Common Areas	8		(2,093)		1,261
Common Parts	8		<u>30,640</u>		<u>18,113</u>
Service Charge reserves			28,547		19,374
Total shareholders' funds			<u><u>29,047</u></u>		<u><u>19,874</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017. The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- a) ensuring the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the 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 is applicable to the company.

The financial statements were approved by the board of directors on 12 December 2017 and were signed on its behalf by:



Carl Bellinger - Director

SWEET BRIAR COURT MANAGEMENT LIMITED - Registered number 02592305

Cash flow statement		2017	2016
	Note	£	£
Net cash (outflow)/inflow from operating activities	9	(29,069)	23,049
Returns on investments and servicing of finance			
Interest receivable	7	115	147
(Decrease)/increase in cash		<u>(28,954)</u>	<u>23,196</u>

SWEET BRIAR COURT MANAGEMENT LIMITED - Registered number 02592305

NOTES TO FINANCIAL STATEMENTS FOR YEAR ENDED 31ST MARCH 2017

1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the Company's financial statements.

(a) Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with the financial Reporting Standard for Smaller Entities (effective January 2015) and as required under section 21(5) of the Landlord & Tenant Act 1985 and the RICS Service Charge Residential Management Code. The accounts for the previous year have been re-stated on a consistent basis.

2 TURNOVER

Turnover represents the amounts derived from the provision of services during the year, exclusive of value added tax.

	<u>31.03.17</u>	<u>31.03.17</u>	<u>31.03.16</u>	<u>31.03.16</u>
	£	£	£	£
	Common Areas	Common Parts	Common Areas	Common Parts
Service Charges:	17,490	31,591	25,490	29,566
Total receivable		<u>49,081</u>		<u>55,056</u>

3 DEBTORS

	<u>31.03.17</u>	<u>31.03.16</u>
	£	£
Trade debtors (outstanding service charges)	0	1,662
Other debtors (GEM Estates)	30,828	0
Prepaid expenses (insurance premium)	713	1,708
	<u>31,541</u>	<u>3,370</u>

4 CREDITORS: Amounts falling due within one year

	<u>31.03.17</u>	<u>31.03.16</u>
	£	£
Accrued expenses	2,494	6,334
Service charges received in advance	0	6,116
	<u>2,494</u>	<u>12,450</u>

5 SHARE CAPITAL

	<u>31.03.17</u>	<u>31.03.16</u>
	£	£
<u>Allotted, issued and fully paid:</u>		
50 Ordinary shares each of £10 nominal value	500	500

SWEET BRIAR COURT MANAGEMENT LIMITED - Registered number 02592305

NOTES TO FINANCIAL STATEMENTS FOR YEAR ENDED 31ST MARCH 2017

6 RELATED PARTY TRANSACTIONS

	<u>31.03.17</u>	<u>31.03.16</u>
	£	£
Carole Julia Hooper - Director		
Service charges paid for the year.	1,402.83	1,495.35
Michael John Wakefield - Director		
Service charges paid for the year.	1,402.83	1,495.35
Carl Bellinger - Director		
Service charges paid for the year.	1,402.83	1,495.35
Michael John Griffen - Director		
Service charges paid for the year.	1,402.83	1,495.35
Janet Lesley Hawkins - Director		
Service charges paid for the year.	1,402.83	1,495.35

No amounts were due from, or to, any of the directors at the end of the year (2016: none)

7 INTEREST RECEIVABLE

	<u>31.03.17</u>	<u>31.03.16</u>
	£	£
Bank interest receivable	115	147

8 RECONCILIATION OF RESERVES

	Total	Service Charges Reserves:	
		Common Areas	Common Parts
	£	£	£
Balance brought forward	19,374	1,261	18,113
Retained surplus/(deficit) for the year	9,173	(3,354)	12,527
Balance at year-end	<u><u>28,547</u></u>	<u><u>(2,093)</u></u>	<u><u>30,640</u></u>

RESERVE POLICY

The directors consider it is prudent to hold a reserve equal of about of two years Service Charges income to meet expensive irregular items of expenditure without the need for large variations in the level of Service Charges from year to year.

9. - 10.

NOTES TO THE CASH FLOW STATEMENT

9 Reconciliation of operating surplus to operating cash flows

	<u>31.03.17</u>	<u>31.03.16</u>
	£	£
Operating surplus	9,058	11,745
(Increase)/decrease in debtors (note 3)	(28,171)	2,557
(Decrease)/increase in operating creditors (note 4)	(9,956)	8,747
Net cash (outflow)/inflow from operating activities	<u><u>(29,069)</u></u>	<u><u>23,049</u></u>

10 Analysis of changes in cash during the year.

	<u>31.03.17</u>	<u>31.03.16</u>
	£	£
Balance brought forward	28,954	5,758
Net cash (outflow)/inflow	(28,954)	23,196
Balance at year-end	<u><u>0</u></u>	<u><u>28,954</u></u>

SWEET BRIAR COURT MANAGEMENT LIMITED - Registered number 02592305

NOTES TO FINANCIAL STATEMENTS FOR YEAR ENDED 31ST MARCH 2017

The following note does not form part of the statutory financial statements:

11 Detailed Income & Expenditure	<u>31.03.17</u>	<u>31.03.17</u>	<u>31.03.16</u>	<u>31.03.16</u>
	£	£	£	£
	Common Areas	Common Parts	Common Areas	Common Parts
Total Income (note 2)	17,490	31,591	25,490	29,566
Service Charge expenditure:				
Grounds maintenance	(8,070)		(11,110)	
Refuse clearance	(222)		(144)	
Companies House fees	(13)		(13)	
Accountancy	(720)		(550)	
Management Fees	(9,868)		(10,084)	
Sundry	(251)		(606)	
Insurance - Directors & Officers	-		-	
Electricity communal lighting*	(724)	(181)	(726)	(182)
Insurance - Site and buildings **	(976)	(8,781)	(863)	(7,770)
Maintenance - electrical	-	(341)	(132)	(137)
Buildings valuation		(792)		-
Maintenance - buildings		(1,645)		(3,901)
Cleaning		(4,680)		(2,612)
Roof repairs		(876)		-
Window cleaning		(1,283)		(3,220)
Professional fees		(600)		(1,261)
Total expenditure	(20,844)	(19,179)	(24,228)	(19,083)
Operating surplus/(deficit)	(3,354)	12,412	1,262	10,483
Add interest receivable (note 7)		115		147
Transfer (from) to reserves (note 8)	(3,354)	12,527	1,262	10,630

*The directors have allocated 80% of the total electricity costs to the common parts being the estimated cost for exterior lighting.

**The directors have allocated 10% of the total insurance premium to the common areas being estimated cost for public liability.