# QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

## FINANCIAL STATEMENTS

for the year ended 31st March 2007

#### QUEENSWOOD MANAGEMENT

#### **DIRECTORS' REPORT**

for the year ended 31st March 2007

Directors: E K Griffith (Secretary) T R G Murrill
R J Haswell (Treasurer) M J Thompson

G L Kerridge P A Thurman DCH

The directors present their annual report and the financial statements of the company for the period ended 31st March 2007.

#### PRINCIPAL ACTIVITIES

The Company's principal activity during the year continued to be that of the administration of the maintenance, enhancement and general running of the property known as "Queenswood Gardens", Wanstead, London E11.

#### RESIDENTS' FUNDS

In order to assist the management of expenditure on the property, the Directors have decided to divide Residents' Funds between a Contingency Fund and a Major Works Fund.

The Contingency Fund was established with a balance of £10,000 and remaining funds at 31 March 2007 are held into the Major Works Fund.

Thereafter, it is intended that any surplus arising will first be applied to maintaining the Contingency Fund at £10,000, or such other sum as the Board may decide, the balance being transferred to the Major Works Fund.

Whilst the actual percentage of the Major Works Fund to be applied against any one project will remain the Directors' discretion, it will not exceed two thirds of the total in the Fund.

#### **DIRECTORS' INTERESTS**

The directors who held office during the period are shown below. The directors' interests in the share capital of the company as recorded in the register of directors' share interest are as follows:

	Ordina	ry shares
	2007	2006
	or date of	or date of
	resignation	appointment
E K Griffith	1	1
G L Kerridge	1	1
R J Haswell	1	1
M J Thompson	1	1
P A Thurman DCH	1	1
J S McElarney (resigned 24 August 2006)	1	1

## DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the company as at the end of the financial period 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 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 enable them to ensure that financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

## AUDITORS

A resolution will be put to the forthcoming Annual General Meeting that The Kings Mill Partnership, be re-appointed for the ensuing year.

This report was approved by the Board on 14 November 2007

Bob Haswell Griff Griffith

**Directors** 

## AUDITORS' REPORT TO THE SHAREHOLDERS OF QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

We have audited the financial statements of Queenswood Management Association Limited for the year ended 31 March 2007 which comprise the Income and Expenditure Account, Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described in the statement of Directors' responsibilities 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 requirement and United Kingdom Accounting 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 Directors' Report 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

## **BASIS OF OPINION**

We conducted our audit in accordance with 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 statement. 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 statement are free from material misstatements, whether caused by fraud or other irregularity or error. In forming our opinion, we have 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 at 31st March 2007 and of its results for the year then ended and have been properly prepared in accordance with the provision of the companies Act 1985, as applicable to small companies.

The Kings Mill Partnership 15 November 2007 Chartered Accountants Registered Auditors

75 Park Lane Croydon Surrey CR9 1XS

## QUEENSWOOD MANAGEMENT

## INCOME AND EXPENDITURE ACCOUNT

for the year ended 31st March 2007

	Notes	2007 £	2006 £
INCOME		192,180	109,102
Cost of sales		(192,179)	(107,864)
		1	1,238
Administrative expenses		(1,833)	(1,529)
		(1,832)	(291)
Bank Interest Received		2,786	872
EXCESS OF INCOME OVER EXPENDITUR BEFORE TAXATION	Е	955	581
Taxation		1,115	581
RETAINED EXCESS OF INCOME OVER EXPENDITURE FOR THE FINANCIAL YEAR	LR.	-	-
Balance brought forward		-	-
RETAINED PROFITS CARRIED FORWARD		£ -	£ -

## **CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the above financial period.

## TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the loss for the above two financial years.

## QUEENSWOOD MANAGEMENT

## BALANCE SHEET as at 31st March 2007

	Notes	2007		2006	
		£	£	£	£
CURRENT ASSETS					
Monies due from lessees		12,739		11,292	
Cash at bank held by managing agent		101,634	_	94,355	
		114,373	_	105,647	
CREDITORS: amounts falling due within one year					
Sundry creditors and accruals		1,450		4,117	
Taxation		1,138	-	581	
		2,588	_	4,698	
NET CURRENT ASSETS			111,785		100,949
TOTAL ASSETS LESS CURRENT LIABILIT	ΓIES		111,785		100,949
	o GEG				
PROVISION FOR LIABILITIES AND CHAR	RGES				
Major Works Fund	5.	101,545		90,870	
Contingency Fund	5.	10,000	111.545	10,000	100.070
Residents' Funds			111,545		100,870
CAPITAL AND RESERVES					
Called up share capital			79		79
Profit and loss account			-		-
			£111,624		£100,949

Advantage is taken in the preparation of these financial statements of the special exemptions applicable to small companies conferred by Part VII of the Companies Act 1985. In the directors' opinion, the company is entitled to those exemptions as a small company.

The financial statements on pages 3 to 7 were approved by the Board on 14 November 2007

Bob Haswell Griff Griffith

**Directors** 

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31st March 2007

### 1. ACCOUNTING POLICIES

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

## **Basis of preparation**

The financial statements have been prepared under the historical cost convention.

### Income

Income represents the amount charged to resident in respect of maintenance and insurance of the property.

### Residents' Funds

As indicated in the Directors' Report, funds are transferred from income each year in order to maintain the Contingency Fund at £10,000, the balance being transferred to the Major Works Fund.

### **Cash flow Statements**

The Directors have taken advantage of the exemption not to produce a cash flow statement on grounds that the company meets the requirements of a small company.

2. EXCESS OF INCOME OVER EXPENDITURE	2007	2006
	£	£
Excess of income over expenditure is stated after charging:		
Auditor's remuneration	1,410	1,410

## 3. DIRECTORS' EMOLUMENTS

No remuneration was paid during the year to any of the Directors. The Directors received no consideration or benefits during the year in respect of the management of the Company either directly or from third parties

#### 4. TAXATION

4.	TAXATION			
		2007 £		2006 £
	Corporation tax charge on interest received for the year at 40% (2000-20%)	1,115		581
5.	RESIDENTS' RESERVE FUND			
		Major Works Fund	Contingency Fund	Total
	Balance 1 April 2006	90,870	10,000	100,870
	Transfer from/(to) Income and expenditure Account	10,675	, -	10,675
		101,545	10,000	111,545
6.	SHARE CAPITAL	2007 €		2006 £
	Authorised share capital:			
	200 Ordinary shares of £0.50 each	100		100
	Allocated, called up and fully paid			
	Ordinary share capital	79		<i>7</i> 9

## INCOME AND EXPENDITURE ACCOUNT

for the year ended 31st March 2007

	2007		2006	
	£	£	£	£
INCOME				
Service charges		113,760		109,102
Service charges re external repairs		78,420		
		192,180		109,102
ESTABLISHMENT AND ADMINISTRATION EXPENSES				
Window Cleaning	6,652		4,724	
Gardening	15,357		14,603	
Cleaning	12,780		13,136	
Additional Gardening costs	731		1,255	
Additional Cleaning costs	-		466	
Printing, postage and stationery	63		166	
Repairs & Maintenance	8,890		8,155	
Internal Decoration	-		3,365	
External Roof Repairs	106,033		-	
Insurance	14,898		13,080	
Water Rates	501		474	
Electricity	745		911	
General Expenses	895		837	
Managing agent's: management fees	13,228		16,708	
adjustment re: past year	-		3,481	
Bank Charges	-		29	
Secretarial Costs	161		456	
Audit and accountancy fees: current year	1,410		1,410	
: re prior year	833		529	
		(183,177)		(83,785)
		9,003		25,317
Interest Received, net of tax		1,672		872
		10,675		26,189
Transfer (surplus)/deficit to Residents' Reserve Fund		(10,675)		(26,189)
EXCESS OF INCOME OVER EXPENDITURE		£Nil		£Nil

This statement does not form part of the statutory financial statements and is for the information of the Directors only.