Registrar

**OAK GROVE RUISLIP MANAGEMENT LIMITED** **No. 1998021**

## REPORT OF THE DIRECTORS

## FOR THE YEAR ENDED 31st MARCH 2004

The Directors submit their report and the accounts for the Company for the year ended 31st March 2004.

1. The principal activity of the Company was management of a Leasehold Property known as "7-21 inclusive (odd numbers) Oak Grove, Ruislip" on behalf of its tenants.

2. The Results for the year are shown in the attached accounts.

3. The Directors recommend that no dividend be paid in respect of the year.

4. The Company does not possess any Fixed Assets.

5. The Directors who served throughout the year and held one share each were:-

   Mrs A. Barber
   Mr Alan Bowell
   Mr A. Cooper
   Mr Scott Getley
   Mrs B. Townsend
   Mr A. Wilson (Resigned 2.7.03)

6. The Accountants Messrs. C. Anthony Wood & Co. (Chartered Certified Accountants) have notified their willingness to continue in office.

7. The Directors have taken advantage of the exemption in S.249A(1) of the Companies Act removing the need for an Audit and the Accounts have an Independent Examining Accountants' Report.



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COMPANIES HOUSE 23/07/04

## STATEMENT OF 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 affairs of the Company and of the profit and loss of the Company for that period. In preparing the financial statements, the Directors are required to:

1. Select suitable accounting policies and apply them consistently.

2. Make judgements and estimates that are reasonable and prudent.

3. Prepare the financial statements on a going concern basis when it is appropriate to presume that the Company will continue in existence.

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 1985. They are also responsible for safeguarding the assets of the Company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing the above Report the Directors have taken advantage of the special exemptions applicable to small companies.

BY ORDER OF THE BOARD

.....

Registered Office:

25, Glover Road,
Pinner,
Middlesex HA5 1LQ.

21 July, 2004.

## OAK GROVE RUISLIP MANAGEMENT LIMITED

## INDEPENDENT EXAMINING ACCOUNTANTS' REPORT

**Accountants' Report on the unaudited accounts to the directors of OAK GROVE RUISLIP MANAGEMENT LIMITED**

**As described on page 2 you are responsible for the preparation of the accounts for the year ended 31st March 2004 and you consider that the Company is exempt from an audit under section 249A(1) of the Companies Act 1985. In accordance with your instructions, we have compiled these unaudited accounts in order to assist you to fulfil statutory responsibilities, from the accounting records and information and explanation supplied to us and certify them to be in accordance therewith.**



C. ANTHONY WOOD & CO.
Chartered Certified Accountants

25, GLOVER ROAD,
PINNER,
MIDDLESEX HA5 1LQ.

21 July, 2004.

**OAK GROVE RUISLIP MANAGEMENT LIMITED**

**BALANCE SHEET**
**AS AT 31st MARCH 2004**

| 2003 | | 2004 |
|---|---|---|
| | CURRENT ASSETS | |
| 4,775 | Cash at Bank | 3,736.63 |
| 825 | Debtors and Prepayments (Note 7) | 1,018.00 |
| 5,600 | | 4,754.63 |
| 607 | LESS CREDITORS: Amounts falling due within one year (Note 4) | 600.53 |
| £4,993 | | £4,154.10 |
| | Represented by: | |
| | SHARE CAPITAL | |
| | Authorised £8 | |
| 8 | Issued, Allotted and Fully Paid Ordinary Shares of £1 each | 8.00 |
| 4,923 | REPAIRS AND REDECORATION RESERVE (Note 6) | 4,067.00 |
| | INCOME AND EXPENDITURE ACCOUNT | |
| 62 | SURPLUS per attached account | 79.10 |
| £4,993 | | £4,154.10 |

The Directors have taken advantage of S.249A(1) of the Companies Act 1985 in not having these accounts audited. We confirm that no notice has been deposited under S.249B(2) of the Act. We acknowledge our responsibilities for ensuring that the Company keeps accounting records which comply with S.221 of the Act. We acknowledge our responsibilities for preparing accounts which give a true and fair view of the Company and of its result for the year ended 31st March 2004 in accordance with the requirements of S.226 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this Company.

Barbara M Townsend
.....) DIRECTORS
.....)
.....)

APPROVED 21 JULY 2004.

**OAK GROVE RUISLIP MANAGEMENT LIMITED**

**NOTES TO ACCOUNTS**
**YEAR ENDED 31st MARCH 2004**

1. ACCOUNTING POLICIES:
   a) The accounts have been prepared in accordance with the Historical Cost Convention and in accordance with the Financial Reporting Standard for small entities (effective June 2002).
   b) Contributions are taken to Income and Expenditure Account when received.
   c) Expenses are chargeable equally to all Lessees.
   d) The Company has taken advantage of the exemption in FRS 1 from producing a Cash Flow Statement on the grounds it is a small company.

2. TAXATION:
   Taxation is payable only on any Bank Interest Received as the Company is not trading with a view to profit.

3. DIRECTORS' REMUNERATION:
   No remuneration is paid to the Directors.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR:

| | 2004 | 2003 |
|---|---|---|
| Audit and Accountancy | 499.38 | 481 |
| Corporation Tax on Bank Interest | 40.78 | 36 |
| Sundries - Registrar of Companies | 15.00 | 15 |
| - Bank Charges | 29.37 | 59 |
| Garden Maintenance | 16.00 | 16 |
| | £600.53 | £607 |

5. FIXED ASSETS:
   The Company does not possess any Fixed Assets.

6. REPAIRS & REDECORATION RESERVE:

| | |
|---|---|
| Balance brought forward 1.4.03 | 4,922.50 |
| Transfer from income and expenditure account | 2,300.00 |
| Expenditure during the year | (3,155.50) |
| Balance carried forward 31.03.04 | £4,067.00 |

7. DEBTORS AND PREPAYMENTS:

| | 2004 | 2003 |
|---|---|---|
| Insurance Prepaid | £1,018.00 | £825 |

8. POST BALANCE SHEET EVENTS & CONTINGENT LIABILITIES:

   The Directors are not aware of any material items which require disclosure.

## OAK GROVE RUISLIP MANAGEMENT LIMITED

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2004

| 2003 | | | 2004 |
|---|---|---|---|
| | INCOME | | |
| 4,608 | Contributions Received | | 4,850.00 |
| 19 | Bank Interest Received (Gross) | | 24.22 |
| 4,627 | | | 4,874.22 |
| | LESS EXPENSES | | |
| 511 | Maintenance | 412.00 | |
| 781 | Insurance | 918.01 | |
| 481 | Audit and Accountancy | 499.88 | |
| 15 | Sundry Expenses | 15.00 | |
| 668 | Managing Agents Fees | 708.00 | |
| - | Directors Remuneration (Note 3) | - | |
| 29 | Bank Charges | - | |
| 2,485 | | | 2,552.89 |
| 2,142 | GROSS SURPLUS FOR YEAR | | 2,321.33 |
| 6 | LESS TAXATION (Note 2) | | 4.60 |
| 2,136 | | | 2,316.73 |
| 2,100 | TRANSFER TO REPAIRS AND REDECORATION RESERVE (Note 6) | | (2,300.00) |
| 36 | NET SURPLUS (DEFICIT) FOR YEAR | | 16.73 |
| 26 | ADD SURPLUS brought forward 1.4.03 | | 62.37 |
| £62 | SURPLUS Carried Forward as per Balance Sheet | | £79.10 |

1. THE ATTACHED NOTES FORM AN INTEGRAL PART OF THESE ACCOUNTS.

2. NONE OF THE COMPANY'S ACTIVITIES WERE ACQUIRED OR DISCONTINUED DURING THE ABOVE TWO FINANCIAL YEARS.

3. THE COMPANY HAS NO RECOGNISED GAINS OR LOSSES OTHER THAN THE RESULTS FOR THE ABOVE TWO FINANCIAL YEARS.