

PUTMAN PLACE MANAGEMENT COMPANY LIMITED  
- Company No : 2274607

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST MARCH 2004

DAVERT BANKS & COMPANY  
11 ST SAVIOURS WHARF  
MILL STREET  
LONDON SE1 2BE



PUTMAN PLACE MANAGEMENT COMPANY LIMITED

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PUTMAN PLACE MANAGEMENT COMPANY LIMITED

REPORT OF THE DIRECTORS - 1

The Directors submit their Report and the Company's Financial Statements for the year ended 31st March, 2004.

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 or loss of the Company.

In preparing those Financial Statements, the Directors are required to :

Select suitable accounting policies and then apply them consistently.

Make judgments and estimates that are reasonable and prudent.

Prepare the Financial Statements on a 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 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRINCIPAL ACTIVITY

The Company's Principal Activity is the Management of the Common Area at Putman Place, Friday Street, Henley-on-Thames, Oxon.

STATE OF THE COMPANY'S AFFAIRS

The Directors consider the state of the Company's affairs to be satisfactory.

DIRECTORS

The Directors who served the Company during the year were :

Mrs M E Hoyle  
Mrs T J Mennie  
Mrs J R M Halifax

PUTMAN PLACE MANAGEMENT COMPANY LIMITED

REPORT OF THE DIRECTORS - 2

COMPANY STATUS

The Company is incorporated in England with a Share Capital.

ACCOUNTANTS

Davert Banks & Co resign as Reporting Accountants and a Resolution will be proposed re-appointing Davert Banks & Co to act as Reporting Accountants.

BY ORDER OF THE BOARD

11 Putman Place  
Friday Street  
Henley-on-Thames  
Oxon RG9 1BZ



MRS T J MENNIE

26th July, 2004

Secretary

PUTMAN PLACE MANAGEMENT COMPANY LIMITED

BALANCE SHEET

AS AT 31ST MARCH 2004

|                                      | 2004<br>£      | 2003<br>£      |
|--------------------------------------|----------------|----------------|
| Current Assets                       |                |                |
| Cash at Bank - Current Account       | 270            | 631            |
| - Business Base Rate Tracker Account | <u>9,050</u>   | <u>7,285</u>   |
|                                      | 9,320          | 7,916          |
| Current Liabilities                  |                |                |
| Creditors and Accrued Charges        | <u>147</u>     | <u>147</u>     |
|                                      | £ <u>9,173</u> | £ <u>7,769</u> |
| Share Capital                        |                |                |
| Authorised                           |                |                |
| 100 Ordinary Shares of £1 each       |                |                |
| Issued and Fully Paid                |                |                |
| 9 Ordinary Shares                    | 9              | 9              |
| Reserve Account                      | <u>9,164</u>   | <u>7,760</u>   |
|                                      | £ <u>9,173</u> | £ <u>7,769</u> |

The Directors have :

- (a) Taken advantage of the Companies Act 1985 in not having these Accounts audited under Section 249A(2).
- (b) Confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985.
- (c) Acknowledged their responsibilities for ensuring that the Company keeps accounting records which comply with Section 221 of the Companies Act 1985.
- (d) Acknowledged their responsibilities for preparing Accounts which give a true and fair view of the Company and of its result for the year then ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to Accounts, so far as applicable to this Company.
- (e) Taken advantage of the exemptions conferred by Part III of Schedule 8 of the Companies Act 1985 and, in their opinion, the Company is entitled to those exemptions on the basis that it qualifies as a small company.

*Margaret Hoyle*

*TJ Mennie*

Directors

Dated 26th July, 2004

PUTMAN PLACE MANAGEMENT COMPANY LIMITED

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2004

|                                                   | 2004<br>£   | 2003<br>£   |
|---------------------------------------------------|-------------|-------------|
| Service Charges                                   | 2,250       | 1,800       |
| Bank Deposit Interest                             | 94          | 43          |
|                                                   | <hr/>       | <hr/>       |
|                                                   | 2,344       | 1,843       |
|                                                   | <hr/>       | <hr/>       |
| Less : Insurance                                  | 587         | 378         |
| Repairs and Garden Maintenance                    |             |             |
| - Baskets and Bedding Plants                      | 146         | 146         |
| - Other Costs                                     | 45          | 94          |
| General Expenses                                  | 15          | 15          |
| Accountancy Fee                                   | 147         | 147         |
|                                                   | <hr/>       | <hr/>       |
|                                                   | £ 940       | £ 780       |
|                                                   | <hr/>       | <hr/>       |
| <u>Profit for the year</u>                        | 1,404       | 1,063       |
| Balance brought forward                           | <hr/> 7,760 | <hr/> 6,697 |
| <u>Balance carried forward to Reserve Account</u> | £ 9,164     | £ 7,760     |

ACCOUNTANTS' REPORT TO THE SHAREHOLDERS OF PUTMAN PLACE MANAGEMENT COMPANY LIMITED

We have examined, without carrying out an audit, the Accounts set out on pages 3 and 4.

**Respective responsibilities of Directors and Reporting Accountants**

As described on page 1 the Company's Directors are responsible for the preparation of the Accounts, and believe that the Company is exempt from an audit. It is our responsibility to examine the Accounts and, based on our examination, to report our opinion, as set out below, to the Shareholders.

**Basis of Opinion**

We conducted our examination in accordance with appropriate standards for reporting accountants issued by the Auditing Practices Board. This examination consisted of comparing the accounts with the accounting records kept by the Company and making such limited enquiries of the officers of the Company as we considered necessary for the purposes of this report.

The examination was not an audit conducted in accordance with Auditing Standards. Accordingly, we do not express an audit opinion on the Accounts. However, there are no matters which have arisen which suggest that the Accounts do not give a true and fair view.

**Opinion**

In our opinion :

- (a) The Accounts are in agreement with those accounting records kept by the Company under Section 221 of the Companies Act 1985;
- (b) Having regard only to, and on the basis of, the information contained in those accounting records, the Accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
- (c) Having regard only to, and on the basis of, the information contained in those accounting records, the Company satisfied the requirements for exemption from an audit of the Accounts for the year, specified in Subsection (4) of Section 249a of the Act for the year ended 31 March, 2004, and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption, specified in Section 249B(1).

Reporting Accountants

**DAVERT BANKS & CO**  
Chartered Accountants

Address

11 St Saviour's Wharf  
Mill Street  
London SE1 2BE

27th July, 2004