

Registration number 2789340

**Coton Manor Management Company Limited**

**Director's report and financial statements**

**for the year ended 31 December 2002**



## **Coton Manor Management Company Limited**

### **Company information**

|                   |                                                                  |
|-------------------|------------------------------------------------------------------|
| Director          | P E Burbidge                                                     |
| Secretary         | S J Hall                                                         |
| Company number    | 2789340                                                          |
| Registered office | Riverside House<br>101 High Street<br>Westerham<br>Kent TN16 1RQ |
| Auditors          | Ingle Shamash & Co<br>12/13 Conduit Street<br>London W1S 2XQ     |
| Business address  | Riverside House<br>101 High Street<br>Westerham<br>Kent TN16 1RQ |

# **Coton Manor Management Company Limited**

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**Coton Manor Management Company Limited**

**Director's report  
for the year ended 31 December 2002**

The director presents her report and the financial statements for the year ended 31 December 2002.

**Principal activity**

The principal activity of the company was that of a residents property management company. The company did not trade during the period.

**Director and her interest**

The director who served during the year and her interest in the company are as stated below:

|              | Ordinary shares          |
|--------------|--------------------------|
|              | 31/12/02      01/01/02   |
| P E Burbidge | -                      - |

**Director's responsibilities**

Company law requires the director to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that year. In preparing these the director is 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 director is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable her to ensure that the financial statements comply with the Companies Act 1985. She is 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.

**Auditors**

*The director recommends that Ingle Shamash & Co remain in office until further notice.*

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the Board on 1 September 2003 and signed on its behalf by



**S J Hall  
Secretary**

**Coton Manor Management Company Limited**

**Independent auditors' report to the shareholders of Coton Manor Management Company Limited**

We have audited the financial statements of Coton Manor Management Company Limited for the year ended 31 December 2002 which comprise the profit and loss account, the balance sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

**Respective responsibilities of director and auditors**

As described in the statement of director's responsibilities the company's director is responsible for the preparation of the 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 requirements and United Kingdom Auditing 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 director 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 director's remuneration and transactions with the company is not disclosed.

We read the director's report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with United Kingdom 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 statements. It also includes an assessment of the significant estimates and judgements made by the director 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 statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we 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 31 December 2002 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Ingle SC*

**Ingle Shamash & Co  
Registered auditors and  
Chartered Accountants**

**12/13 Conduit Street  
London W1S 2XQ**

**5 September 2003**

**Coton Manor Management Company Limited**

**Balance sheet  
as at 31 December 2002**

|                             | Notes | 2002<br>£ | £   | 2001<br>£ | £   |
|-----------------------------|-------|-----------|-----|-----------|-----|
| <b>Current assets</b>       |       |           |     |           |     |
| Cash at bank and in hand    |       | 100       |     | 100       |     |
| <b>Net current assets</b>   |       |           | 100 |           | 100 |
| <b>Net assets</b>           |       |           | 100 |           | 100 |
| <b>Capital and reserves</b> |       |           |     |           |     |
| Called up share capital     | 3     |           | 100 |           | 100 |
| <b>Shareholders' funds</b>  |       |           | 100 |           | 100 |

The company was dormant within the meaning of Section 250 of the Companies Act 1985 throughout the year ended 31 December 2001.

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board on 1 September 2003 and signed on its behalf by



**P E Burbidge**  
**Director**

The notes on pages 4 to 4 form an integral part of these financial statements.

# **Coton Manor Management Company Limited**

## **Notes to the financial statements for the year ended 31 December 2002**

### **1. Accounting policies**

#### **1.1. Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

### **2. Profit and Loss Account**

The company has not traded during the year or preceding financial year. During these years, the company received no income and incurred no expenditure and therefore made neither a profit nor loss.

### **3. Share capital**

|                                           | <b>2002</b> | <b>2001</b> |
|-------------------------------------------|-------------|-------------|
|                                           | <b>£</b>    | <b>£</b>    |
| <b>Authorised</b>                         |             |             |
| 100 Ordinary shares of £1 each            | <u>100</u>  | <u>100</u>  |
| <b>Allotted, called up and fully paid</b> |             |             |
| 100 Ordinary shares of £1 each            | <u>100</u>  | <u>100</u>  |

### **4. Controlling interest**

No one party is identified as controlling the company.