

Registered number  
06215321

Upton Block 1-3 (Miller Homes) Management Company Limited

Report and Accounts

31 March 2008

A Company Limited by Guarantee

FRIDAY



\*LAK886YZ\*

L27

30/01/2009

506

COMPANIES HOUSE

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Company Information**

**Directors**

CPM Asset Management Limited  
S Lord (appointed 14/01/09)

**Secretary**

Hertford Company Secretaries Limited

**Auditors**

Thomas David  
6-7 Castle Gate  
Castle Street  
HERTFORD  
Herts  
SG14 1HD

**Registered office**

CPM House  
Essex Road  
HODDESDON  
Herts  
EN11 0DR

**Registered number**

06215321

## **Upton Block 1-3 (Miller Homes) Management Company Limited**

### **Directors' Report**

The directors present their report and accounts for the period ended 31 March 2008.

#### **Principal activities**

The principal activity of the company in the year under review consisted of the management and administration, on a non profit making basis, of the communal areas relating to the development on behalf of the property owners, lessees or tenants.

#### **Directors**

The following persons served as directors during the period:

CPM Asset Management Limited  
Hertford Company Secretaries Limited (resigned 14/01/09)

The company is limited by guarantee and has no share capital. The liability of each member is limited to £25.

#### **Directors' responsibilities**

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The accounts are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts 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 that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts 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.

**Upton Block 1-3 (Miller Homes) Management Company Limited  
Directors' Report**

**Disclosure of information to auditors**

So far as each director at the date of approval of this report is aware:

- there is no relevant audit information of which the company's auditors are unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**Small company special provisions**

The report of the directors has been 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 of Directors on 29/01/09

**FOR AND ON BEHALF OF  
CPM ASSET MANAGEMENT LIMITED**

Signed on behalf of the Board of Directors [Signature] - Company Secretary/Director

**AUTHORISED SIGNATORY**

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Independent auditors' report**  
**to the members of Upton Block 1-3 (Miller Homes) Management Company Limited**

We have audited the accounts of Upton Block 1-3 (Miller Homes) Management Company Limited for the period ended 31 March 2008 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. These accounts have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

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 auditors' 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**

The directors' responsibilities for preparing the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Directors' Report is consistent with the accounts.

In addition we report to you if, in our opinion, 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 other transactions with the company is not disclosed.

We read the Directors' 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 International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, 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 accounts 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 accounts.

**Opinion**

In our opinion:

- the accounts give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31 March 2008 and of its surplus for the period then ended;
- the accounts have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the accounts.

Thomas David  
Registered auditors



Dated: 30/01/09

6-7 Castle Gate  
Castle Street  
HERTFORD  
Herts  
SG14 1HD

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Income and Expenditure Account**  
**for the period from 17 April 2007 to 31 March 2008**

|                                                       | <b>Notes</b> | <b>2008</b><br><b>£</b> |
|-------------------------------------------------------|--------------|-------------------------|
| <b>Income</b>                                         |              | 4,534                   |
| Administration expenses                               |              | (2,462)                 |
| <b>Operating surplus</b>                              | <b>2</b>     | <u>2,072</u>            |
| <b>Surplus on ordinary activities before taxation</b> |              | <u>2,072</u>            |
| Tax on surplus on ordinary activities                 |              | -                       |
| <b>Surplus for the period</b>                         |              | <u>2,072</u>            |

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Balance Sheet**  
**as at 31 March 2008**

|                                                       | Notes | 2008<br>£      |
|-------------------------------------------------------|-------|----------------|
| <b>Current assets</b>                                 |       |                |
| Debtors                                               | 3     | 4,711          |
| Prepayments                                           | 4     | 519            |
| Cash at bank and in hand                              |       | 752            |
|                                                       |       | <u>5,982</u>   |
| <b>Creditors: amounts falling due within one year</b> |       |                |
| Creditors                                             | 5     | (929)          |
| Creditors control account                             | 6     | (733)          |
| Accrued expenses                                      | 7     | <u>(1,917)</u> |
|                                                       |       | (3,579)        |
| <b>Net assets</b>                                     |       | <u>2,403</u>   |
| <b>Represented by:-</b>                               |       |                |
| Reserve fund for major works                          | 8     | 331            |
| Income and expenditure account                        | 9     | 2,072          |
| <b>Participators' funds</b>                           |       | <u>2,403</u>   |

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

**FOR AND ON BEHALF OF  
CPM ASSET MANAGEMENT LIMITED**

Signed on behalf of the Board of Directors .....  ..... - Director

Approved by the Board of Directors on 29/03/09  
**AUTHORISED SIGNATORY**

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Notes to the Accounts**  
**for the period from 17 April 2007 to 31 March 2008**

**1 Accounting policies**

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

**Turnover**

Turnover represents Maintenance Charges Receivables in respect of communal expenditure in the ordinary course of business. Value Added Tax is not charged thereon.

|                                                                        |             |
|------------------------------------------------------------------------|-------------|
| <b>2 Operating result</b>                                              | <b>2008</b> |
|                                                                        | <b>£</b>    |
| This is stated after charging:                                         |             |
| Directors' remuneration                                                | 206         |
| Auditors' remuneration                                                 | 217         |
|                                                                        | <hr/>       |
| <b>3 Debtors</b>                                                       | <b>2008</b> |
| (Amounts falling due to the company within one year)                   | <b>£</b>    |
| Maintenance charges in arrears                                         | 1,700       |
| Other debtors                                                          | 2,278       |
| Amounts due from Managing Agent                                        | 733         |
|                                                                        | <hr/>       |
|                                                                        | 4,711       |
| <b>4 Prepayments</b>                                                   | <b>2008</b> |
| (Amounts that have been paid in respect of the next accounting period) | <b>£</b>    |
| Insurance premiums                                                     | 519         |
|                                                                        | <hr/>       |
| <b>5 Creditors</b>                                                     | <b>2008</b> |
| (Amounts falling due by the company within one year)                   | <b>£</b>    |
| Maintenance charges in advance                                         | 129         |
| Other creditors                                                        | 800         |
|                                                                        | <hr/>       |
|                                                                        | 929         |

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Notes to the Accounts**  
**for the period from 17 April 2007 to 31 March 2008**

|                                                                                                               |              |
|---------------------------------------------------------------------------------------------------------------|--------------|
| <b>6 Creditors control</b>                                                                                    | <b>2008</b>  |
| (Amounts owed by the company for expenses incurred during the current accounting period but not yet paid)     | £            |
| Insurance                                                                                                     | 733          |
|                                                                                                               | <u>733</u>   |
| <b>7 Accrued expenses</b>                                                                                     | <b>2008</b>  |
| (Amounts owed by the company for expenses incurred during the current accounting period but not yet received) | £            |
| Audit and accountancy fee                                                                                     | 630          |
| Company secretarial                                                                                           | 123          |
| Directorship fee                                                                                              | 206          |
| Insurance                                                                                                     | 98           |
| Managing agents fee                                                                                           | 860          |
|                                                                                                               | <u>1,917</u> |
| <b>8 Reserve fund for major works</b>                                                                         | <b>2008</b>  |
|                                                                                                               | £            |
| Transfer from income and expenditure account                                                                  | 331          |
| At 31 March 2008                                                                                              | <u>331</u>   |
| <b>9 Income and expenditure account</b>                                                                       | <b>2008</b>  |
|                                                                                                               | £            |
| Surplus for the period                                                                                        | 2,072        |
| At 31 March 2008                                                                                              | <u>2,072</u> |

**10 Related party transactions**

CPM Asset Management Limited and Hertford Company Secretaries Limited are/were Directors. They also act as Managing Agents as well as providing other associated services including accountancy (RN Accountancy). CPM Asset Management Limited and Hertford Company Secretaries Limited are companies wholly owned by Caley Limited. Other companies within this group include Deacon Insurance and 3C Asset Management Limited. There may be supplies of services by these companies to the Management Company from time to time. All of these services are supplied at normal commercial value.

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Income and Expenditure Account**  
**for the period from 17 April 2007 to 31 March 2008**  
*for the information of the directors only*

|                               | <b>2008</b>      |
|-------------------------------|------------------|
|                               | <b>£</b>         |
| <b>Income</b>                 | 4,534            |
| Administrative expenses       | (2,462)          |
| <b>Operating surplus</b>      | <u>2,072</u>     |
| <br><b>Surplus before tax</b> | <br><u>2,072</u> |

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Schedule to the Income and Expenditure Account**  
**for the period from 17 April 2007 to 31 March 2008**  
*for the information of the directors only*

|                                  | <b>2008</b>  |
|----------------------------------|--------------|
|                                  | <b>£</b>     |
| <b>Income</b>                    |              |
| Maintenance charges receivable   | 1,925        |
| Reserve fund charges receivable  | 331          |
| Voids and balance of cost        | 2,278        |
|                                  | <u>4,534</u> |
| <b>Administrative expenses</b>   |              |
| General administrative expenses: |              |
| Audit and accountancy fees       | 630          |
| Company secretarial fees         | 123          |
| Directorship fee                 | 206          |
| Insurance premiums               | 312          |
| Managing agent fees              | 860          |
| Reserve fund for major works     | 331          |
|                                  | <u>2,462</u> |
|                                  | <u>2,462</u> |

**Upton Block 1-3 (Miller Homes) Management Company Limited**  
**Balance of Maintenance Charges Summary**  
**for the period from 17 April 2007 to 31 March 2008**  
*for the information of the directors only*

Appendix C

|                                | 2008<br>£    | 2007<br>£ |
|--------------------------------|--------------|-----------|
| Maintenance charges in arrears | <u>1,700</u> | <u>0</u>  |
| Maintenance charges in advance | <u>129</u>   | <u>0</u>  |

**Accountants Report under the Landlord and Tenant Act 1985**

**(As amended by Landlord and Tenant Act 1987)**

**Upton Block 1-3 (Miller Homes) Management Company Limited**

We have examined the schedules on Appendix A, B and C as required by the Landlord & Tenant Act 1985 as amended by the Landlord & Tenant Act 1987.

Respective responsibilities of landlord and auditors

The Landlord is responsible for preparing schedules of relevant costs in relation to service charges if requested to do so by a tenant or secretary of a recognised tenant's association. It is our responsibility to form an opinion whether these schedules are a fair summary complying with the requirements of Section 21(5) of the Landlord & Tenant Act 1985 (as amended by the Landlord & Tenant Act 1987) and are sufficiently supported by the accounts, receipts and other documents produced to us.

Opinion

In our opinion, these schedules are a fair summary complying with the requirements of Section 21 (5) of the Landlord & Tenant Act 1985 (as amended by the Landlord & Tenant Act 1987) and are sufficiently supported by accounts, receipts and other documents produced to us.



THOMAS DAVID  
Chartered Accountants and Registered Auditors

Dated: 30/01/09