

Registered number  
06528126

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Vincent Place Management Company Limited

Report and Accounts

31 March 2011

A Company limited by guarantee

THURSDAY



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COMPANIES HOUSE

**Vincent Place Management Company Limited  
Company Information**

**Directors**

Harnett Bowley (Appointed 30/11/2010)  
Anthony Harris (Appointed 30/11/2010)  
David Hughes (Appointed 30/11/2010)  
Deborah Latham (Appointed 30/11/2010)  
Cherry Lee (Appointed 30/11/2010)  
Ann Petersen (Appointed 30/11/2010)  
Blakelaw Director Service Limited (Resigned 08/09/2010)  
James Storer (Resigned 30/11/2010)

**Secretary**

Fairfield Company Secretaries Ltd  
The Maltings  
Hyde Hall Farm  
Sandon  
Hertfordshire  
SG9 0RU

**Accountants**

Eden Accounting Ltd  
Chartered Certified Accountants  
The Russetts  
Thicket Road  
Houghton  
Huntingdon, Cambs  
PE28 2DB

**Registered office**

The Maltings  
Hyde Hall Farm  
Sandon  
Hertfordshire  
SG9 0RU

**Registered number**

06528126

**Vincent Place Management Company Limited**  
**Directors' Report**

The directors present their report and accounts for the year ended 31 March 2011

**Principal activities**

The company's principal activity in the period 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. The service charge money is held on trust.

**Directors**

The following persons served as directors during the year

Harrett Bowley (Appointed 30/11/2010)  
Anthony Harris (Appointed 30/11/2010)  
David Hughes (Appointed 30/11/2010)  
Deborah Latham (Appointed 30/11/2010)  
Cherry Lee (Appointed 30/11/2010)  
Ann Petersen (Appointed 30/11/2010)  
Blakelaw Director Service Limited (Resigned 08/09/2010)  
James Storer (Resigned 30/11/2010)

**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 adequate 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 2006. 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.

**Disclosure of information to auditors**

Each person who was a director at the time this report was approved confirms that

- so far as he is aware there is no relevant audit information of which the company's auditor is unaware and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 27th November 2011

Director Signature 

Director's Name ANN PETERSEN

**Vincent Place Management Company Limited**  
**Income and Expenditure Account**  
**for the year ended 31 March 2011**

|                                                       | Notes | 2011<br>£    | 2010<br>£    |
|-------------------------------------------------------|-------|--------------|--------------|
| <b>Income</b>                                         |       | 60,849       | 27,334       |
| Operating expenses                                    |       | (51,109)     | (20,035)     |
| <b>Operating surplus</b>                              |       | <u>9,740</u> | <u>7,299</u> |
| Interest receivable                                   |       | 15           | 2            |
| <b>Surplus on ordinary activities before taxation</b> |       | <u>9,755</u> | <u>7,301</u> |
| Tax on surplus on ordinary activities                 |       | -            | -            |
| <b>Surplus for the financial year</b>                 |       | <u>9,755</u> | <u>7,301</u> |

**Vincent Place Management Company Limited**  
**Balance Sheet**  
**as at 31 March 2011**

|                                                       | Notes | 2011<br>£     | 2010<br>£     |
|-------------------------------------------------------|-------|---------------|---------------|
| <b>Current assets</b>                                 |       |               |               |
| Debtors                                               | 2     | 19,436        | 6,986         |
| Cash at bank and in hand                              |       | 49,346        | 7,461         |
|                                                       |       | <u>68,782</u> | <u>14,447</u> |
| <b>Creditors: amounts falling due within one year</b> | 3     | (52,942)      | (8,362)       |
| <b>Net current assets</b>                             |       | <u>15,840</u> | <u>6,085</u>  |
| <b>Net assets</b>                                     |       | <u>15,840</u> | <u>6,085</u>  |
| <b>Represented by</b>                                 |       |               |               |
| Major works reserve                                   | 4     | 7,930         | -             |
| Income and expenditure account                        | 5     | 7,910         | 6,085         |
|                                                       |       | <u>15,840</u> | <u>6,085</u>  |

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that the member has not required the company to obtain an audit in accordance with section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime

Director Signature *AB Petersen*  
 Approved by the board on 27th November 2011

Director's Name *ANIN PETERSEN.*

**Vincent Place Management Company Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2011**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

***Income***

Income represents Service Charges Receivable in respect of communal expenditure in the ordinary course of business. Value Added Tax is not charged thereon

| <b>2 Debtors</b>           | <b>2011<br/>£</b> | <b>2010<br/>£</b> |
|----------------------------|-------------------|-------------------|
| Service charges in arrears | -                 | 2,611             |
| Prepayments                | 16,937            | 4,375             |
| Other debtors              | 2,499             | -                 |
|                            | <u>19,436</u>     | <u>6,986</u>      |

| <b>3 Creditors, amounts falling due within one year</b> | <b>2011<br/>£</b> | <b>2010<br/>£</b> |
|---------------------------------------------------------|-------------------|-------------------|
| Trade creditors                                         | 16,919            | 4,632             |
| Other creditors                                         | -                 | 2,493             |
| Service charges received in advance                     | 30,506            | -                 |
| Accruals                                                | 5,517             | 1,237             |
|                                                         | <u>52,942</u>     | <u>8,362</u>      |

| <b>4 Major works reserve</b>                 | <b>2011<br/>£</b> | <b>2010<br/>£</b> |
|----------------------------------------------|-------------------|-------------------|
| Transfer from income and expenditure account | 7,930             | -                 |
| At 31 March 2011                             | <u>7,930</u>      | <u>-</u>          |

| <b>5 Income and expenditure account</b> | <b>2011<br/>£</b> | <b>2010<br/>£</b> |
|-----------------------------------------|-------------------|-------------------|
| At 1 April 2010                         | 6,085             | (1,216)           |
| Surplus for the year                    | 9,755             | 7,301             |
| Transfer to major works reserve         | (7,930)           | -                 |
| At 31 March 2011                        | <u>7,910</u>      | <u>6,085</u>      |

## Appendix A

**Vincent Place Management Company Limited**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 31 March 2011**

|                                     | Budget        | Actual        | Actual        |
|-------------------------------------|---------------|---------------|---------------|
|                                     | 2011          | 2011          | 2010          |
|                                     | £             | £             | £             |
| <b>Income</b>                       |               |               |               |
| Service charges                     | 99,188        | 82,959        | 27,334        |
| Water rebate                        | -             | (22,110)      | -             |
|                                     | <u>99,188</u> | <u>60,849</u> | <u>27,334</u> |
| <b>Expenditure</b>                  |               |               |               |
| Telephone                           | 360           | 261           | -             |
| Water rates                         | 18,450        | -             | -             |
| Electricity                         | 5,705         | 2,555         | 2,191         |
| Cleaning                            | 7,718         | 7,249         | 2,680         |
| Gardening                           | 5,499         | 4,859         | 1,161         |
| Window Cleaning                     | 1,793         | 1,515         | 629           |
| Health & safety inspections         | 1,633         | -             | -             |
| Fire detection/protection equipment | 3,511         | 800           | -             |
| Electrical inspections              | 311           | 49            | -             |
| Satellite/Digital Aerial            | 713           | -             | -             |
| Water quality testing               | 528           | 622           | 199           |
| Door entry systems                  | 1,694         | 1,498         | 1,409         |
| Water pump maintenance              | 1,880         | 1,213         | 1,108         |
| Lift maintenance                    | 3,052         | 1,062         | -             |
| Insurance                           | 12,101        | 8,069         | 2,989         |
| Statutory inspections               | -             | -             | 207           |
| 24 hr emergency assistance          | 3,979         | 463           | 648           |
| Sundry minor repairs                | 1,919         | 2,195         | 363           |
| Refuse                              | 620           | -             | -             |
| Debt recovery                       | -             | -             | 44            |
| Sundry expenses                     | 295           | 564           | 388           |
| Accountancy fees                    | 825           | 725           | 527           |
| Management fees                     | 18,674        | 17,410        | 5,492         |
| Total expenditure                   | <u>91,260</u> | <u>51,109</u> | <u>20,035</u> |
| Surplus                             | <u>7,928</u>  | <u>9,740</u>  | <u>7,299</u>  |

**Vincent Place Management Company Limited**  
**Balance of maintenance charges summary for the year ended 31 March 2011**

|                            | 2011<br>£ | 2010<br>£ |
|----------------------------|-----------|-----------|
| Service Charges in Arrear  | -         | 2,611     |
| Service Charges in Advance | (30,506)  | -         |

**Accountants report under the Landlord and Tenant Act 1985**  
**Vincent Place Management Company Limited**

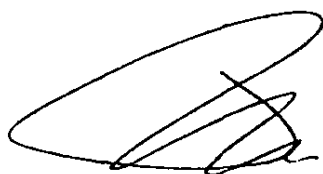
We have examined the schedules on Appendices A and B as required by the Landlord & Tenant Act 1985 as amended by the Landlord & Tenant Act 1987

**Respective responsibilities of Landlord and Independent Examiner**

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 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.



Eden Accounting Ltd  
 Chartered Certified Accountants  
 The Russetts  
 Thicket Road  
 Houghton  
 Huntingdon, Cambs  
 PE28 2DB

|                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------|
| <b>Eden Accounting Ltd</b><br>Chartered Certified Accountants<br>The Russetts Thicket Road<br>Houghton Cambs PE28 2DB |
|-----------------------------------------------------------------------------------------------------------------------|

10<sup>th</sup> November 2011