

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

Thomas Edward Coard Building, Cricklade Place, Gorse Hill, Swindon

SERVICE CHARGE ACCOUNTS

For the year ended

31st December 2011

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED
(A Company Limited by Guarantee)

SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT
For the year ended 31st December 2011

GENERAL FUND SERVICE CHARGE

		<u>2011</u>		<u>2010</u>	
	£	£	£	£	£
INCOME					
Maintenance charges receivable		9,545		9,613	
Debt collection and other charges		451		452	
Deferred payment charges		212		160	
Insurance claim receivable		-		1,902	
Interest received		2		2	
		10,210		12,129	
Less: EXPENDITURE					
General repairs	2,289		2,237		
Insurance - buildings	4,091		5,029		
Insurance - directors liability	163		164		
Managing agents fees	4,054		4,127		
Security guards	2,496		-		
Audit & accountancy	667		590		
Regulatory inspections	432		674		
Deferred payment charges	212		160		
Legal and debt collection fees	461		452		
Bank charges	104		99		
Postage	96		99		
AGM meeting room hire	10		-		
Statutory annual return	40		30		
Reserve fund for major works	-		-		
		15,115		13,661	
SHORTFALL OF INCOME FOR THE YEAR		(4,905)		(1,532)	
BALANCE TRANSFERRED TO RESERVES		(4,905)		(1,532)	

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED
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SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT
For the year ended 31st December 2011

RESIDENTIAL FUND SERVICE CHARGE

	<u>2011</u>		<u>2010</u>	
	£	£	£	£
INCOME				
Maintenance charges receivable		12,410		12,498
Less: EXPENDITURE				
General repairs	1,669		1,631	
Cleaning & grounds maintenance	3,172		3,451	
Window cleaning	620		648	
Lift maintenance	579		1,169	
Lift insurance & inspection	176		-	
Lift telephones	461		-	
Electricity	2,392		2,075	
Emergency lighting	231		-	
Door Entry System	1,266		-	
CCTV	1,224		-	
Fire defences	565		540	
Roller shutters	424		-	
Regulatory inspections	288		-	
Reserve fund for major works	-		-	
	-	13,067	-	9,514
SHORTFALL OF INCOME FOR THE YEAR		(657)		2,984
(2010: SURPLUS)				
BALANCE TRANSFERRED TO RESERVES		(657)		2,984

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED
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SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT
For the year ended 31st December 2011

PARKING FUND SERVICE CHARGE

	<u>2011</u>		<u>2010</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOME				
Maintenance charges receivable		1,843		1,859
Less: EXPENDITURE				
Cleaning & grounds maintenance	352		383	
Electricity	470		408	
Roller shutters	170		-	
Parking controls	24		-	
Reserve fund for major works	-		-	
	<u> </u>	<u>1,016</u>	<u> </u>	<u>791</u>
SURPLUS OF INCOME FOR THE YEAR		827		1,068
BALANCE TRANSFERRED TO RESERVES		<u> </u>		<u> </u>
		<u> </u> <u> </u>		<u> </u> <u> </u>

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED
(A Company Limited by Guarantee)
SERVICE CHARGE BALANCE SHEET
As at 31st December 2011

	Notes	<u>2011</u> £	<u>2010</u> £
CURRENT ASSETS			
Maintenance charges in arrear	2	596	203
Prepaid expenses	3	4,017	3,289
Other debtors	3	-	1,902
Cash at bank		971	2,159
		5,584	7,553
CURRENT LIABILITIES			
- Amounts falling due within one year			
Maintenance charges in advance	2	78	226
Creditors	4	4,104	1,588
Accrued expenses	4	1,461	1,063
		5,643	2,877
TOTAL ASSETS LESS CURRENT LIABILITIES		(59)	4,676
RESERVES			
General reserves:	5	(59)	4,676
		(59)	4,676

AGENT DECLARATION

On behalf of the property owners, lessees, and tenants we hereby approve these Service Charge Accounts, for the year ended 31st December 2011 which comprise the Service Charge Income and Expenditure Account, Balance Sheet, and related notes, and confirm that we have made available all relevant records and information for their preparation.


 Property Agent Date: 29/08/2012
 For Red Brick Management Limited

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE SERVICE CHARGE ACCOUNTS
For the year ended 31st December 2011

1 ACCOUNTING POLICIES

The service charge accounts are prepared in accordance with the provisions of the lease and on the accruals basis.

2 BALANCE OF MAINTENANCE CHARGES SUMMARY

	<u>2011</u>	<u>2010</u>
	£	£
Maintenance charges in arrear	596	203
Maintenance charges in advance	78	226

3 DEBTORS AND PREPAID EXPENSES

	<u>2011</u>		<u>2010</u>	
	<u>Debtors</u>	<u>Prepaid Expenses</u>	<u>Debtors</u>	<u>Prepaid Expenses</u>
	£	£	£	£
General fund				
Insurance - buildings	-	3,498	-	3,126
Insurance - directors liability	-	61	-	60
Other debtors	-	-	1,902	-
	-	3,559	1,902	3,186
Residential fund				
Lift insurance	-	231	-	22
Lift maintenance contract	-	227	-	81
	-	458	-	103
Total debtors / prepaid expenses	-	4,017	1,902	3,289

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED
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NOTES TO THE SERVICE CHARGE ACCOUNTS
For the year ended 31st December 2011

4 CREDITORS AND ACCRUED EXPENSES

	<u>2011</u>		<u>2010</u>	
	<u>Creditors</u>	<u>Accrued Expenses</u>	<u>Creditors</u>	<u>Accrued Expenses</u>
	£	£	£	£
General fund				
General maintenance and repairs	-	-	951	-
Audit and accountancy	-	667	-	642
Bank charges	-	99	-	99
Postage	-	99	-	99
Annual return	-	30	-	30
	<u>-</u>	<u>895</u>	<u>951</u>	<u>870</u>
Residential fund				
Cleaning and grounds maintenance	865	-	252	-
General maintenance and repairs	1,296	-	-	-
Fire defences	-	-	278	-
Window cleaning	169	-	54	-
Electricity	672	473	-	161
CCTV	799	-	-	-
Lift maintenance	55	-	-	-
Lift telephone	20	-	-	-
	<u>3,876</u>	<u>473</u>	<u>584</u>	<u>161</u>
Parking fund				
Electricity	132	93	-	32
Cleaning and grounds maintenance	96	-	53	-
	<u>228</u>	<u>93</u>	<u>53</u>	<u>32</u>
Total creditors / accrued expenses	<u>4,104</u>	<u>1,461</u>	<u>1,588</u>	<u>1,063</u>

5 RESERVES

<u>General reserve</u>	<u>At 1.1.2011</u>	<u>Transferred</u>	
	£	<u>this year</u>	<u>At 31.12.2011</u>
	£	£	£
General fund	4,846	(4,905)	(59)
Residential fund	657	(657)	-
Parking fund	(827)	827	-
	<u>4,676</u>	<u>(4,735)</u>	<u>(59)</u>

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED
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INDEPENDENT ACCOUNTANTS REPORT TO THE LANDLORD OF
THOMAS EDWARD COARD BUILDING, CRICKLADE PLACE, GORSE HILL, SWINDON

We have examined the service charge statement of account set out on pages 1 to 6, in respect of Thomas Edward Coard Building, Cricklade Place, Gorse Hill, Swindon, for the year ended 31st December 2011 together with the books and records maintained by the Managing Agent in so far as they relate to Thomas Edward Coard Building, Cricklade Place, Gorse Hill, Swindon.

This report is made to the Landlord for issue with the service charge statement in accordance with section 21 of the Landlord and Tenant Act 1985. Our work has been undertaken to enable us to make this report to the Landlord and tenants as a body and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Landlord for our work or for this report.

Under the terms of this engagement we were not required to, and did not, form any opinion as to either the reasonableness of the costs included within the service charge statement or the standard of the services or works provided.

Respective responsibilities of the Managing Agent and Independent Accountant

Under the Landlord and Tenant Act 1985 the Landlord is responsible for the preparation of this service charge statement in respect of the costs in respect of Thomas Edward Coard Building, Cricklade Place, Gorse Hill, Swindon. It is our responsibility to form an independent opinion, based on our examination, on the service charge statement and to report our opinion to the Landlord and tenants.

Basis of opinion

We have performed the procedures set out in the guidance issued by the Institute of Chartered Accountants in England and Wales with respect to the statement for the ended 31st December 2011 as set out on pages 1 to 6. The procedures were performed solely to give reasonable assurance that the service charge statement is a fair summary of the costs relating to Thomas Edward Coard Building, Cricklade Place, Gorse Hill, Swindon and is sufficiently supported by accounts receipts and other documents which have been made available to us. In view of the purpose for which this service charge statement has been prepared however we did not evaluate the overall adequacy of the presentation of the information which would have been required if we were to an express an audit opinion under International Standards of Auditing UK and Ireland issued by the Auditing Practices Board.

Opinion

In our opinion the service charge statement presents a fair summary of the service charges levied and relevant costs for the year ended 31st December 2011, is sufficiently supported by accounts, receipts and other documents, and has been prepared in accordance with section 21(5) of the Landlord and Tenants Act 1985.

Josolyne Rogers
Chartered Accountants & Registered Auditors
10, Little Lane
Clophill,
Bedford.



Dated: ...29th August 2012.....