

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

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

**SERVICE CHARGE ACCOUNTS**

**For the year ended**

**31st December 2012**

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

**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**  
**For the year ended 31st December 2012**

**GENERAL FUND SERVICE CHARGE**

	<u>2012</u>		<u>2011</u>	
	£	£	£	£
<b>INCOME</b>				
Maintenance charges receivable		10,248		9,545
Debt collection and other charges		28		451
Deferred payment charges		235		212
Interest received		1		2
		10,512		10,210
 <b>Less: EXPENDITURE</b>				
General repairs	734		2,289	
Insurance - buildings	4,524		4,091	
Insurance - directors liability	149		163	
Managing agents fees	4,157		4,054	
Security guards	-		2,496	
Audit & accountancy	687		667	
Regulatory inspections	-		432	
Deferred payment charges	235		212	
Legal and debt collection fees	-		461	
Bank charges	120		104	
Postage	112		96	
Sundry expenses	31		10	
Statutory annual return	40		40	
		10,789	15,115	
 <b>SHORTFALL OF INCOME FOR THE YEAR</b>		( 277)	( 4,905)	
 <b>TRANSFERRED TO RESERVES</b>		( 277)	( 4,905)	

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**  
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**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**  
**For the year ended 31st December 2012**

**RESIDENTIAL FUND SERVICE CHARGE**

	<u>2012</u>		<u>2011</u>	
	£	£	£	£
<b>INCOME</b>				
Maintenance charges receivable		12,285		12,410
<b>Less: EXPENDITURE</b>				
General repairs	215		1,669	
Cleaning & grounds maintenance	3,840		3,172	
Window cleaning	747		620	
Lift maintenance	317		579	
Lift insurance & inspection	312		176	
Lift telephones	245		461	
Electricity	3,166		2,392	
Emergency lighting	141		231	
Door Entry System	1,812		1,266	
CCTV	1,483		1,224	
Fire defences	606		565	
Roller shutters	-		424	
Regulatory inspections	-		288	
		12,884		13,067
<b>SHORTFALL OF INCOME FOR THE YEAR</b>		( 599)		( 657)
<b>TRANSFERRED TO RESERVES</b>		( 599)		( 657)

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**  
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**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**  
**For the year ended 31st December 2012**

**PARKING FUND SERVICE CHARGE**

	<u>2012</u>		<u>2011</u>	
	£	£	£	£
<b>INCOME</b>				
Maintenance charges receivable		1,927		1,843
<b>Less: EXPENDITURE</b>				
Cleaning & grounds maintenance	427		352	
Electricity	1,097		470	
Roller shutters	-		170	
Parking controls	-		24	
Reserve fund for major works	200		-	
		1,724		1,016
<b>SURPLUS OF INCOME FOR THE YEAR</b>		203		827
		203		827
<b>TRANSFERRED TO RESERVES</b>		203		827

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**( A Company Limited by Guarantee )  
SERVICE CHARGE BALANCE SHEET**

**As at 31st December 2012**

	Notes	<u>2012</u> £	<u>2011</u> £
<b>CURRENT ASSETS</b>			
Maintenance charges in arrear	2	16	596
Prepaid expenses	3	4,114	4,017
Cash at bank		1,021	971
		<u>5,151</u>	<u>5,584</u>
<b>CURRENT LIABILITIES</b>			
- Amounts falling due within one year			
Maintenance charges in advance	2	159	78
Creditors	4	4,158	4,104
Accrued expenses	4	<u>1,366</u>	<u>1,461</u>
		5,683	5,643
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><u>( 532 )</u></u>	<u><u>( 59 )</u></u>
<b>RESERVES</b>			
General reserves:	5	( 732 )	( 59 )
Reserve fund for major works		200	-
		<u><u>( 532 )</u></u>	<u><u>( 59 )</u></u>

**AGENT DECLARATION**

On behalf of the property owners, lessees, and tenants we hereby approve these Service Charge Accounts, for the year ended 31st December 2012 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: ..... 07/10/2013

RED BRICK MANAGEMENT LTD  
PO BOX 450  
STEVENAGE  
HERTFORDSHIRE  
SG1 9GU

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**  
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**NOTES TO THE SERVICE CHARGE ACCOUNTS**  
**For the year ended 31st December 2012**

**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>2012</u>	<u>2011</u>
	£	£
Maintenance charges in arrear	16	596
Maintenance charges in advance	159	78

**3 DEBTORS AND PREPAID EXPENSES**

	<u>2012</u>	<u>2011</u>
	<u>Prepaid</u>	<u>Prepaid</u>
	<u>Expenses</u>	<u>Expenses</u>
	£	£
<b>General fund</b>		
Insurance - buildings	3,718	3,498
Insurance - directors liability	52	61
	3,770	3,559
<b>Residential fund</b>		
Lift insurance	254	231
Lift maintenance contract	90	227
	344	458
<b>Total debtors / prepaid expenses</b>	4,114	4,017

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**  
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**NOTES TO THE SERVICE CHARGE ACCOUNTS**  
**For the year ended 31st December 2012**

**4 CREDITORS AND ACCRUED EXPENSES**

	<u>2012</u>		<u>2011</u>	
	<u>Creditors</u>	<u>Accrued Expenses</u>	<u>Creditors</u>	<u>Accrued Expenses</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>General fund</b>				
General maintenance and repairs	125	-	-	-
Audit and accountancy	-	687	-	667
Managing agents fees	1,064	-	-	-
Bank charges	-	-	-	99
Postage	-	-	-	99
Annual return	-	-	-	30
	<u>1,189</u>	<u>687</u>	<u>-</u>	<u>895</u>
<b>Residential fund</b>				
Cleaning and grounds maintenance	1,184	-	865	-
General maintenance and repairs	125	-	1,296	-
Fire defences	144	-	-	-
Window cleaning	230	-	169	-
Electricity	621	520	672	473
CCTV	322	-	799	-
Lift maintenance	-	-	55	-
Lift telephone	20	-	20	-
	<u>2,646</u>	<u>520</u>	<u>3,876</u>	<u>473</u>
<b>Parking fund</b>				
Electricity	191	159	132	93
Cleaning and grounds maintenance	132	-	96	-
	<u>323</u>	<u>159</u>	<u>228</u>	<u>93</u>
<b>Total creditors / accrued expenses</b>	<u>4,158</u>	<u>1,366</u>	<u>4,104</u>	<u>1,461</u>

**5 RESERVES**

<u>General reserve</u>	<u>At 1.1.2012</u>		<u>Transferred this year</u>		<u>At 31.12.2012</u>	
	<u>£</u>		<u>£</u>		<u>£</u>	
General fund	( 59)	-	( 277)	-	( 336)	-
Residential fund	-	-	( 599)	-	( 599)	-
Parking fund	-	-	203	-	203	-
	<u>( 59)</u>	<u>-</u>	<u>( 673)</u>	<u>-</u>	<u>( 732)</u>	<u>-</u>

Reserve fund for major works

	<u>At 1.1.2012</u>		<u>Transferred this year</u>		<u>At 31.12.2012</u>	
	<u>£</u>		<u>£</u>		<u>£</u>	
General fund	-	-	-	-	-	-
Residential fund	-	-	-	-	-	-
Parking fund	-	-	200	-	200	-
	<u>-</u>	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>	<u>-</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 2012 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 2012 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 2012, 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: 7th October 2013