

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

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

**SERVICE CHARGE ACCOUNTS**

**For the year ended  
31st December 2014**

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**

**For the year ended 31st December 2014**

**GENERAL FUND SERVICE CHARGE**

	<u>2014</u>		<u>2013</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>INCOME</b>				
Maintenance charges receivable		10,621		10,621
Debt collection and other charges		166		100
Deferred payment charges		216		192
Interest received		7		3
		<u>11,010</u>		<u>10,916</u>
<b>Less: EXPENDITURE</b>				
<b>Insurance:</b>				
Buildings insurance	2,414		4,352	
Directors liability	126		131	
	<u>2,540</u>		<u>4,483</u>	
<b>Management costs:</b>				
Managing agents fees	4,463		4,367	
Deferred payment charges	216		192	
Bank charges	112		112	
Postage	112		141	
Sundry expenses	68		-	
Statutory annual return	40		40	
	<u>5,011</u>		<u>4,852</u>	
<b>Professional fees:</b>				
Audit & accountancy	612		612	
Legal and debt collection fees	-		120	
	<u>612</u>		<u>732</u>	
<b>Sinking fund:</b>				
Reserve fund for major works	2,011		511	
		<u>10,174</u>		<u>10,578</u>
<b>SURPLUS OF INCOME FOR THE YEAR</b>		<u>836</u>		<u>338</u>
<b>TRANSFERRED TO RESERVES</b>		<u>836</u>		<u>338</u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**

**For the year ended 31st December 2014**

**RESIDENTIAL FUND SERVICE CHARGE**

	<u>2014</u>		<u>2013</u>	
	£	£	£	£
<b>INCOME</b>				
Maintenance charges receivable		12,508		12,508
<b>Less: EXPENDITURE</b>				
<b>Property repairs and maintenance:</b>				
General repairs	2,936		170	
Cleaning & grounds maintenance	3,397		3,661	
Window cleaning	576		577	
Lift maintenance contract	94		417	
Lift insurance & inspection	337		338	
Lift telephones	282		242	
Emergency lighting	66		-	
Door Entry System	269		138	
CCTV	849		509	
Fire defences	342		516	
	<u>9,148</u>		<u>6,568</u>	
<b>Utilities:</b>				
Electricity	2,165		3,078	
	<u>2,165</u>		<u>3,078</u>	
<b>Professional fees:</b>				
Fire risk assessment	313		307	
Health and safety inspection	470		460	
	<u>783</u>		<u>307</u>	
<b>Sinking fund:</b>				
Reserve fund for major works	412		1,496	
		<u>12,508</u>		<u>11,449</u>
<b>SURPLUS OF INCOME FOR THE YEAR</b>		-		1,059
<b>FOR THE YEAR</b>				
<b>TRANSFERRED TO RESERVES</b>		<u>-</u>		<u>1,059</u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**

**For the year ended 31st December 2014**

**PARKING FUND SERVICE CHARGE**

	<u>2014</u>		<u>2013</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>INCOME</b>				
Maintenance charges receivable		1,967		1,967
<b>Less: EXPENDITURE</b>				
<b>Property repairs and maintenance:</b>				
Cleaning & grounds maintenance	356		400	
Roller shutters	249		50	
	<u>605</u>		<u>450</u>	
<b>Insurance:</b>				
Buildings insurance	565		-	
	<u>565</u>		<u>-</u>	
<b>Utilities:</b>				
Electricity	740		704	
	<u>740</u>		<u>704</u>	
<b>Sinking fund:</b>				
Reserve fund for major works	169		150	
	<u>169</u>		<u>150</u>	
		<u>2,079</u>		<u>1,304</u>
<b>SURPLUS /(SHORTFALL) OF INCOME</b>		( 112)		663
		<u>          </u>		<u>          </u>
<b>TRANSFERRED TO RESERVES</b>		<u>( 112)</u>		<u>663</u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE BALANCE SHEET**

**As at 31st December 2014**

	Notes	<u>2014</u> £	<u>2013</u> £
<b>CURRENT ASSETS</b>			
Maintenance charges in arrear	2	130	298
Prepaid expenses	3	2,759	2,700
Cash at bank		6,333	5,073
		<hr/>	<hr/>
		9,222	8,071
<b>CURRENT LIABILITIES</b>			
- Amounts falling due within one year			
Maintenance charges in advance	2	999	3,317
Creditors	4	790	645
Accrued expenses	4	<hr/> 892	<hr/> 884
		2,681	4,846
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><u>6,541</u></u>	<u><u>3,225</u></u>
<b>RESERVES</b>			
General reserves:	5a	1,590	866
Reserve fund for major works	5b	4,951	2,359
		<hr/>	<hr/>
		<u><u>6,541</u></u>	<u><u>3,225</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 2014 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: 16/06/2015 .....

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

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**NOTES TO THE SERVICE CHARGE ACCOUNTS**  
**For the year ended 31st December 2014**

**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>2014</u> £	<u>2013</u> £
Maintenance charges in arrear	<u>130</u>	<u>298</u>
Maintenance charges in advance	<u>999</u>	<u>3,317</u>

**3 DEBTORS AND PREPAID EXPENSES**

	<u>2014</u> <u>Prepaid</u> <u>Expenses</u> £	<u>2013</u> <u>Prepaid</u> <u>Expenses</u> £
<b>General fund</b>		
Insurance - buildings	2,476	2,298
Insurance - directors liability	47	47
	<u>2,523</u>	<u>2,345</u>
<b>Residential fund</b>		
Lift insurance	236	261
Lift maintenance contract	-	94
	<u>236</u>	<u>355</u>
<b>Total debtors / prepaid expenses</b>	<u>2,759</u>	<u>2,700</u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**NOTES TO THE SERVICE CHARGE ACCOUNTS  
For the year ended 31st December 2014**

**4 CREDITORS AND ACCRUED EXPENSES**

	<u>2014</u>		<u>2013</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>				
Audit and accountancy	-	612	-	612
	-	612	-	612
<b>Residential fund</b>				
Cleaning and grounds maintenance	336	-	354	-
General maintenance and repairs	120	-	-	-
Fire defences	276	-	258	-
Window cleaning	58	-	-	-
Electricity	-	210	-	218
	790	210	612	218
<b>Parking fund</b>				
Electricity	-	70	-	54
Cleaning and grounds maintenance	-	-	33	-
	-	70	33	54
<b>Total creditors / accrued expenses</b>	790	892	645	884

**5 RESERVES**

5a General reserve

	<u>At 1.1.2014</u>	Transferred <u>this year</u>	<u>At 31.12.2014</u>
	<u>£</u>	<u>£</u>	<u>£</u>
General fund	-	836	836
Residential fund	-	-	-
Parking fund	866	( 112)	754
	866	724	1,590

5b Reserve fund for major works

	<u>At 1.1.2014</u>	Transferred <u>this year</u>	<u>At 31.12.2014</u>
	<u>£</u>	<u>£</u>	<u>£</u>
General fund	513	2,011	2,524
Residential fund	1,496	412	1,908
Parking fund	350	169	519
	2,359	2,592	4,951

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**INDEPENDENT ACCOUNTANTS REPORT TO THE LANDLORD OF  
THOMAS EDWARD COARD BUILDING, CRICKLADE PLACE, GORSE HILL, SWINDON**

You have stated that an audit of the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the lease for Thomas Edward Coard Building, Cricklade Place, Gorse Hill, Swindon. In accordance with my engagement letter dated 10th June 2015 I 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 2014 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. My work has been undertaken to enable me to make this report to the Landlord and tenants as a body and for no other purpose. To the fullest extent permitted by law I do not accept or assume responsibility to anyone other than the Landlord for my work or for this report.

Under the terms of this engagement I am 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 my responsibility to form an independent opinion, based on my examination, on the service charge statement and to report my opinion to the Landlord and tenants.

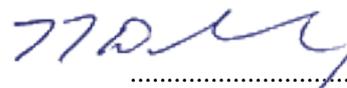
**Basis of opinion**

I planned and performed my examination so as to obtain all the information and explanations that I considered necessary in order to provide me with sufficient evidence 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 me. In view of the purpose for which this service charge statement has been prepared however I did not evaluate the overall adequacy of the presentation of the information which would have been required if I were to express an audit opinion under International Standards of Auditing UK and Ireland issued by the Auditing Practices Board.

**Opinion**

In my opinion the service charge statement presents a fair summary complying with the requirements of section 21(5) of the Landlord and Tenants Act 1985 and is sufficiently supported by accounts, receipts and other documents, which have been produced to me.

Josolyne Rogers Ltd  
Chartered Accountants & Registered Auditors  
9 Cross Lane  
West Mersea  
Colchester  
Essex

  
.....  
Signed: R D Munday  
Responsible Individual  
Dated: 16th June 2015