

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

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

SERVICE CHARGE ACCOUNTS

**For the year ended
31st December 2015**

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT

For the year ended 31st December 2015

GENERAL FUND SERVICE CHARGE

	<u>2015</u>		<u>2014</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOME				
Maintenance charges receivable		10,621		10,621
Debt collection and other charges		150		166
Deferred payment charges		168		216
Interest received		9		7
		<u>10,948</u>		<u>11,010</u>
Less: EXPENDITURE				
Insurance:				
Buildings insurance	2,593		2,414	
Directors liability	126		126	
	<u>2,719</u>		<u>2,540</u>	
Management costs:				
Managing agents fees	4,463		4,463	
Company secretarial fees	168		-	
Deferred payment charges	168		216	
Stationary, postage, bank charges & 24-hour service	514		224	
Sundry expenses	60		68	
Statutory annual return	13		40	
	<u>5,386</u>		<u>5,011</u>	
Professional fees:				
Audit & accountancy	612		612	
	<u>612</u>		<u>612</u>	
Sinking fund:				
Reserve fund for major works	(2,524)		2,011	
		6,193		10,174
SURPLUS OF INCOME FOR THE YEAR		<u>4,755</u>		<u>836</u>
CARRIED TO RESERVES		<u>4,755</u>		<u>836</u>

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT

For the year ended 31st December 2015

RESIDENTIAL FUND SERVICE CHARGE

	<u>2015</u>		<u>2014</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOME				
Maintenance charges receivable		12,508		12,508
Less: EXPENDITURE				
Property repairs and maintenance:				
General repairs	3,510		2,936	
Cleaning & grounds maintenance	3,542		3,397	
Window cleaning	672		576	
Lift maintenance contract	296		94	
Lift insurance & inspection	311		337	
Lift telephones	245		282	
Emergency lighting	5,310		66	
Door Entry System	221		269	
CCTV	2,270		849	
Fire defences	438		342	
	<u>16,815</u>		<u>9,148</u>	
Utilities:				
Electricity	2,587		2,165	
	<u>2,587</u>		<u>2,165</u>	
Professional fees:				
Fire risk assessment	321		313	
Health and safety inspection	484		470	
	<u>805</u>		<u>783</u>	
Sinking fund:				
Reserve fund for major works	(1,908)		412	
		<u>18,299</u>		<u>12,508</u>
SHORTFALL OF INCOME FOR THE YEAR		(5,791)		-
CHARGED TO RESERVES		<u>(5,791)</u>		<u>-</u>

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT

For the year ended 31st December 2015

PARKING FUND SERVICE CHARGE

	<u>2015</u>		<u>2014</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOME				
Maintenance charges receivable		1,967		1,967
Less: EXPENDITURE				
Property repairs and maintenance:				
Cleaning & grounds maintenance	378		356	
Roller shutters	-		249	
	<u>378</u>		<u>605</u>	
Insurance:				
Buildings insurance	607		565	
	<u>607</u>		<u>565</u>	
Utilities:				
Electricity	862		740	
	<u>862</u>		<u>740</u>	
Sinking fund:				
Reserve fund for major works	169		169	
	<u>169</u>		<u>169</u>	
		<u>2,016</u>		<u>2,079</u>
SHORTFALL OF INCOME FOR THE YEAR		(49)		(112)
		<u>(49)</u>		<u>(112)</u>
CHARGED TO RESERVES		<u>(49)</u>		<u>(112)</u>

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

**SERVICE CHARGE BALANCE SHEET
As at 31st December 2015**

	Notes	<u>2015</u> £	<u>2014</u> £
CURRENT ASSETS			
Maintenance charges in arrear	2	211	130
Prepaid expenses	3	2,905	2,759
Cash at bank		2,593	6,333
		<hr/>	<hr/>
		5,709	9,222
CURRENT LIABILITIES			
- Amounts falling due within one year			
Maintenance charges in advance	2	756	999
Creditors	4	2,901	790
Accrued expenses	4	<u>1,050</u>	<u>892</u>
		4,707	2,681
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>1,002</u></u>	<u><u>6,541</u></u>
 RESERVES			
General reserves:	5a	314	1,590
Reserve fund for major works	5b	688	4,951
		<hr/>	<hr/>
		<u><u>1,002</u></u>	<u><u>6,541</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 2015 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.



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

Property Agent Date: 08-08-2016

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

NOTES TO THE SERVICE CHARGE ACCOUNTS

For the year ended 31st December 2015

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>2015</u>	<u>2014</u>
	£	£
Maintenance charges in arrear	211	130
Maintenance charges in advance	756	999

3 DEBTORS AND PREPAID EXPENSES

	<u>2015</u>	<u>2014</u>
	Prepaid Expenses	Prepaid Expenses
	£	£
General fund		
Insurance - buildings	2,621	2,476
Insurance - directors liability	47	47
	<u>2,668</u>	<u>2,523</u>
Residential fund		
Lift insurance	237	236
	<u>237</u>	<u>236</u>
Total debtors / prepaid expenses	<u>2,905</u>	<u>2,759</u>

CRICKLADE ROAD MANAGEMENT COMPANY LIMITED

NOTES TO THE SERVICE CHARGE ACCOUNTS

For the year ended 31st December 2015

4 CREDITORS AND ACCRUED EXPENSES

	<u>2015</u>		<u>2014</u>	
	<u>Creditors</u>	<u>Accrued Expenses</u>	<u>Creditors</u>	<u>Accrued Expenses</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
General fund				
Audit and accountancy	-	612	-	612
Service charges repayable	191			
	<u>191</u>	<u>612</u>	<u>-</u>	<u>612</u>
Residential fund				
Cleaning and grounds maintenance	560	-	336	-
Window cleaning	96	-	58	-
General maintenance and repairs	-	-	120	-
Lift maintenance	296	-	-	-
Fire defences	-	-	276	-
C.C.T.V.	1,758	-	-	-
Electricity	-	329	-	210
	<u>2,710</u>	<u>329</u>	<u>790</u>	<u>210</u>
Parking fund				
Electricity	-	109	-	70
	<u>-</u>	<u>109</u>	<u>-</u>	<u>70</u>
Total creditors / accrued expenses	<u>2,901</u>	<u>1,050</u>	<u>790</u>	<u>892</u>

5 RESERVES

5a General reserve

	<u>General fund</u>	<u>Residential fund</u>	<u>Parking fund</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Brought forward	836	-	754	1,590
Current year provision	4,755	(5,791)	(49)	(1,085)
Inter-fund transfer	(5,400)	5,400	-	-
Service charges repayable	(191)	-	-	(191)
	<u>-</u>	<u>(391)</u>	<u>705</u>	<u>314</u>

5b Reserve fund for major works

	<u>General fund</u>	<u>Residential fund</u>	<u>Parking fund</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Brought forward	2,524	1,908	519	4,951
Current year provision	(2,524)	(1,908)	169	(4,263)
	<u>-</u>	<u>-</u>	<u>688</u>	<u>688</u>

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 2015 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.

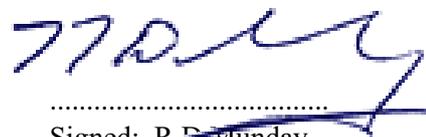
Basis of opinion

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


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Signed: R B Munday
Responsible Individual
Dated: 7/9/2016