

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

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

**SERVICE CHARGE ACCOUNTS**

**For the year ended  
31st December 2017**

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**

**For the year ended 31st December 2017**

**GENERAL FUND INCOME AND EXPENDITURE**

	<u>2017</u>		<u>2016</u>	
	£	£	£	£
<b>INCOME</b>				
Maintenance charges receivable		8,752		11,091
Debt collection and other charges		20		60
Deferred and on-line payment charges		175		300
Interest received		<u>1</u>		<u>3</u>
		8,948		11,454
<b>Less: EXPENDITURE</b>				
<b>Property repairs and maintenance:</b>				
General repairs		<u>-</u>	<u>1,095</u>	
		<u>-</u>	<u>1,095</u>	
<b>Insurance:</b>				
Buildings insurance	3,151		2,790	
Directors liability	<u>130</u>		<u>129</u>	
	3,281		2,919	
<b>Management costs:</b>				
Managing agents fees	3,820		4,463	
Company secretarial fees	168		168	
Deferred and on-line payment charges	175		300	
Stationary, postage, bank charges & 24-hour service	514		514	
Assistance to management company	600		-	
Statutory annual return	<u>13</u>		<u>13</u>	
	5,290		5,458	
<b>Professional fees:</b>				
Audit & accountancy	612		612	
Legal fees and debt collection	<u>80</u>		<u>-</u>	
	692		612	
<b>Sinking fund:</b>				
Reserve fund for major works		<u>-</u>	<u>1,370</u>	
		9,263		11,454
<b>SHORTFALL OF INCOME</b>		<u><u>( 315)</u></u>		<u><u>-</u></u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**

**For the year ended 31st December 2017**

**RESIDENTIAL FUND INCOME AND EXPENDITURE**

	<u>2017</u>		<u>2016</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>INCOME</b>				
Maintenance charges receivable		14,612		12,508
<b>Less: EXPENDITURE</b>				
<b>Property repairs and maintenance:</b>				
General repairs	678		1,383	
Cleaning & grounds maintenance	2,737		3,036	
Window cleaning	827		528	
Lift maintenance contract	871		1,765	
Lift insurance & inspection	315		313	
Lift telephones	311		245	
Emergency lighting	198		50	
Door Entry System	-		78	
CCTV	409		735	
Fire defences	300		327	
	<u>6,646</u>		<u>8,460</u>	
<b>Utilities:</b>				
Electricity	2,256		2,774	
	<u>2,256</u>		<u>2,774</u>	
<b>Professional fees:</b>				
Fire risk assessment	321		321	
Health and safety inspection	484		484	
	<u>805</u>		<u>805</u>	
<b>Sinking fund:</b>				
Reserve fund for major works	2,924		78	
		<u>12,631</u>		<u>12,117</u>
<b>SURPLUS OF INCOME</b>		<u>1,981</u>		<u>391</u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT**

**For the year ended 31st December 2017**

**PARKING FUND INCOME AND EXPENDITURE**

	<u>2017</u>		<u>2016</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>INCOME</b>				
Maintenance charges receivable		6,367		6,132
<b>Less: EXPENDITURE</b>				
<b>Property repairs and maintenance:</b>				
General repairs	106		39	
Cleaning & grounds maintenance	372		372	
	<u>478</u>		<u>411</u>	
<b>Insurance:</b>				
Buildings insurance	618		627	
	<u>618</u>		<u>627</u>	
<b>Utilities:</b>				
Electricity	632		925	
	<u>632</u>		<u>925</u>	
<b>Sinking fund:</b>				
Reserve fund for major works	9,205		169	
	<u>9,205</u>		<u>169</u>	
		<u>10,933</u>		<u>2,132</u>
<b>SURPLUS /(SHORTFALL) OF INCOME</b>		<u>( 4,566)</u>		<u>4,000</u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**SERVICE CHARGE BALANCE SHEET**

**As at 31st December 2017**

	Notes	<u>2017</u> £	<u>2016</u> £
<b>CURRENT ASSETS</b>			
Maintenance charges in arrear	2	418	502
Prepaid expenses	3	3,472	3,176
Cash at bank		3,791	5,343
		<hr/>	<hr/>
		7,681	9,021
<b>CURRENT LIABILITIES</b>			
- Amounts falling due within one year			
Maintenance charges in advance	2	13	37
Creditors	4	519	1,029
Accrued expenses	4	<u>972</u>	<u>945</u>
		1,504	2,011
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><u>6,177</u></u>	<u><u>7,010</u></u>
<b>RESERVES</b>			
General reserves:	5a	1,805	4,705
Reserve fund for major works	5b	4,372	2,305
		<hr/>	<hr/>
		<u><u>6,177</u></u>	<u><u>7,010</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 2017 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: 16-03-2018 .....

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**NOTES TO THE SERVICE CHARGE ACCOUNTS**

**For the year ended 31st December 2017**

**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>2017</u>	<u>2016</u>
	£	£
Maintenance charges in arrear	418	502
Maintenance charges in advance	13	37

**3 DEBTORS AND PREPAID EXPENSES**

	<u>2017</u>	<u>2016</u>
	Prepaid	Prepaid
	Expenses	Expenses
	£	£
<b>General fund</b>		
Insurance - buildings	3,185	2,890
Insurance - directors liability	49	48
	<u>3,234</u>	<u>2,938</u>
<b>Residential fund</b>		
Lift insurance	238	238
	<u>238</u>	<u>238</u>
<b>Total debtors / prepaid expenses</b>	<u>3,472</u>	<u>3,176</u>

**CRICKLADE ROAD MANAGEMENT COMPANY LIMITED**

**NOTES TO THE SERVICE CHARGE ACCOUNTS**

**For the year ended 31st December 2017**

**4 CREDITORS AND ACCRUED EXPENSES**

	<u>2017</u>		<u>2016</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
General repairs	-	-	510	-
Service charges repayable	191	-	191	-
	<u>191</u>	<u>612</u>	<u>701</u>	<u>612</u>
<b>Residential fund</b>				
Cleaning and grounds maintenance	48	-	328	-
Window cleaning	251	-	-	-
Electricity	-	360	-	250
	<u>299</u>	<u>360</u>	<u>328</u>	<u>250</u>
<b>Parking fund</b>				
Cleaning and grounds maintenance	29	-	-	-
Electricity	-	-	-	83
	<u>29</u>	<u>-</u>	<u>-</u>	<u>83</u>
<b>Total creditors / accrued expenses</b>	<u>519</u>	<u>972</u>	<u>1,029</u>	<u>945</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	-	-	4,705	4,705
Current year surplus / (shortfall)	( 315)	1,981	( 4,566)	( 2,900)
	<u>( 315)</u>	<u>1,981</u>	<u>139</u>	<u>1,805</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	1,370	78	857	2,305
Current year provision	-	2,924	9,205	12,129
Expenditure from reserves	-	-	( 10,062)	( 10,062)
	<u>1,370</u>	<u>3,002</u>	<u>-</u>	<u>4,372</u>
<u>Expenditure from reserves</u>				
Installation of Gates	-	-	10,062	10,062

**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 2017 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 an 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: 16-3-2018