

STATEMENT OF SERVICE CHARGE INCOME & EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2019
FOR
SPIRAL COURT & GREEN COURT MANAGEMENT LIMITED

SPIRAL COURT & GREEN COURT MANAGEMENT LIMITED

**SERVICE CHARGE ACCOUNTS
31 MARCH 2019**

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SPIRAL COURT & GREEN COURT MANAGEMENT LIMITED

**ACCOUNTANTS' REPORT
FOR THE YEAR ENDED 31 MARCH 2019**

ACCOUNTANTS' REPORT OF FACTUAL FINDINGS TO THE LANDLORD OF SPIRAL COURT & GREEN COURT MANAGEMENT LIMITED

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 Spiral Court & Green Court Management Limited. In accordance with our engagement Letter dated 16 May 2019, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 2 to 4 in respect of the year ended 31 March 2019 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the landlord for issue with the service charge accounts in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the Landlord 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 for this report.

Basis of report

Our work was carried out having regard to TECH 03/11 Residential Service Charge Accounts published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedures we carried out with respect to the service charge accounts were:

1. We obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained by or on behalf of the landlord;
2. We checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
3. We checked whether the balance of service charge monies for this property shown on page 2 of the service charge accounts agreed or reconciled to the bank statements for the account in which the funds are held.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than in making the factual statements set out below.

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

Report of factual findings:

- a) With respect to item 1 we found the figures in the statements of account to have been extracted correctly from the accounting records.
- b) With respect to item 2 we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.
- c) With respect to item 3 we found that the balance of service charge monies shown on page 2 of the service charge accounts agrees or reconciles to the bank statements for the account in which the funds are held.

Crowe UK LLP

Crowe U.K. LLP
Chartered Accounts
Black Country House
Rounds Green Road
West Midlands
B69 2DG

Date: *26 September 2019*

SPIRAL COURT & GREEN COURT MANAGEMENT LIMITED

**INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2019**

	2019 £ Total	2018 £ Total
Income relating to the period		
Service charge income	44,811	44,861
Bank interest received	75	21
Total income receivable	<u>44,886</u>	<u>44,882</u>
Expenditure relating to the period		
Cleaning	1,176	2,095
Window cleaning	1,344	935
Electricity costs	2,405	2,499
Garden and grounds maintenance	8,076	4,501
Planned preventative maintenance	-	624
Electric testing	-	1,008
General minor repairs	5,764	6,430
Admin fees	-	174
Professional fees	1,278	-
Management fees	7,800	8,393
Accountancy fees	799	600
Company secretarial fees	-	517
Block buildings insurance	5,446	7,309
Directors & Officers insurance	326	320
Building insurance valuation	-	1,260
Pest control	1,201	1,010
Risk management	-	568
Sundries	-	824
Out of hours	-	126
Health and safety	595	-
Transfer to sinking fund	8,675	5,689
Total expenditure	<u>44,886</u>	<u>44,882</u>
Excess (deficit) funds	<u>-</u>	<u>-</u>

SPIRAL COURT & GREEN COURT MANAGEMENT LIMITED

**BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	2019 £	2018 £
Assets			
Cash at bank	2	36,876	39,213
Prepayments	3	1,111	1,603
Trade debtors		4,699	4,668
Suppliers paid in advance		-	89
		<u>42,686</u>	<u>45,573</u>
Liabilities			
Trade creditors		2,179	287
Accruals	4	368	2,994
Deferred Income		6,382	7,848
Amounts due to lessees		50	-
Owed to limited company		42	42
		<u>9,020</u>	<u>11,171</u>
Net assets		<u><u>33,666</u></u>	<u><u>34,402</u></u>
Reserves:			
Sinking fund	5	31,417	22,742
Reserve - Major works	6	2,249	11,660
Balance as at 31 March 2019		<u><u>33,666</u></u>	<u><u>34,402</u></u>

The statement of account was approved by Nicola Fagan for the managing agent on 26/4/19 and signed on behalf of the managing agent by

Nicola Fagan

SPIRAL COURT & GREEN COURT MANAGEMENT LIMITED

**NOTES TO THE STATEMENT OF SERVICE CHARGE INCOME & EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2019**

1. Accounting policies	
The accounts are prepared in accordance with the lease and on the accruals basis	
2. Bank account	
Service charge money was held in trust at Barclays Bank under the title Spiral Court & Green Court Management Limited designated client account.	
3. Prepayments	
Building insurance	835
Directors & Officers insurance	84
PES19	192
	<u>1,111</u>
4. Accruals	
Southern Electric PLC	(232)
Crowe UK LLP	600
	<u>368</u>
5. Sinking fund	
Opening balance	22,742
Transfer to sinking fund	8,675
Closing balance	<u>31,417</u>
6. Reserve - Major works	
Opening balance	11,660
Transfer to reserve - major works	(9,411)
Closing balance	<u>2,249</u>