

AMBER COURT MANAGEMENT (NO 2.) LIMITED

SERVICE CHARGE ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2014 .

**Flat Management Co. Accounts Limited
50 Downend Road
Bristol BS16 5UE**

Reference No. BS2873

Managing Agent's statement

We are responsible for preparing the service charge statement of account for the year ended 31 March 2014 set out on pages 2 to 4. We are responsible for ensuring that the financial management of the service charges is sound and that there is an effective system of internal control which facilitates the proper use of the service charges and which includes arrangements for good management of the building and all communal grounds for which we have responsibility in accordance with the terms of the lease.

No leaseholder has made a request for a written summary of relevant costs in relation to the service charges payable or demanded as payable in the period in accordance with section 21 of the Landlord and Tenant Act 1985.

We confirm that all relevant costs included as expenditure in the service charge information is a proper charge to the property and is in accordance with the underlying lease(s).

All the accounting records have been made available to the reporting accountant for the purpose of their engagement and all transactions relating to service charges have been properly reflected and recorded in the accounting records. Any significant matters of which we consider the reporting accountant ought to be aware have been brought to their attention.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience sufficient to satisfy ourselves that we can make the above representations.

.....
Managing Agent
TMS South West

.....
date

Accountant's report of factual findings

In accordance with our engagement letter dated 13 December 2013, we have performed the procedures agreed with you with respect to the service charge statement as set out on pages 2 to 4 for the year ended 31 March 2014.

This report is made to the Landlord for issue with the service charge supplementary information 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 or 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 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 4 of the service charge accounts agreed or reconciled to the bank statement(s) for the account(s) 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 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 statement 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 4 of the service charge accounts agrees or reconciles to the bank statement for the account(s) in which the funds are held.

.....
Andrew Baguley ACA
For Flat Management Co. Accounts Ltd

.....
date

SERVICE CHARGE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2014

	2014 £	2013 £
REVENUE		
Contributions from residents	9,000	9,000
Interest received	2	0
TOTAL REVENUE	<u>9,002</u>	<u>9,000</u>
LESS: EXPENSES		
Insurance - buildings	1,905	1,840
Insurance - directors and officers	32	0
Heat, light and power	563	116
Gardening	900	850
Cleaning	480	430
Repairs	1,200	993
Fire protection	150	1,441
Management charges	2,246	2,160
Accountancy	192	310
Companies House fee	13	13
Sundry expenses	0	17
Bank charges	0	62
Transfer to Reserve Fund	1,934	180
TOTAL EXPENSES	<u>9,615</u>	<u>8,412</u>
(DEFICIT)/SURPLUS FOR THE YEAR	<u>(613)</u>	<u>588</u>

SERVICE CHARGE BALANCE SHEET AS AT 31 MARCH 2014

	Notes	2014 £	2013 £
CURRENT ASSETS			
Debtors	1	2,572	2,521
Cash at bank and in hand		3,429	813
		<hr/>	<hr/>
		6,001	3,334
CREDITORS:			
Amounts falling due within one year	2	2,050	704
		<hr/>	<hr/>
NET ASSETS		3,951	2,630
		<hr/> <hr/>	<hr/> <hr/>
RESERVES			
Retained surplus		657	1,270
Reserve Fund		3,294	1,360
		<hr/>	<hr/>
RESERVES	3	3,951	2,630
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NOTES TO THE SERVICE CHARGE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

1 DEBTORS

	2014	2013
	£	£
Due within one year		
Service charge contributions due	477	120
Prepayments	1,355	1,394
Other debtors	740	1,007
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	2,572	2,521
	<hr/>	<hr/>

2 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Service charge contributions received in advance	0	212
Sundry creditors and accruals	2,050	492
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	2,050	704
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3 MOVEMENT ON RESERVES

	2014	2013
	£	£
Retained (deficit)/surplus for the year	(613)	588
Transfer to Reserve Fund	1,934	180
Expenditure (from) Reserve Fund	0	0
Opening reserves	2,630	1,862
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Closing reserves	3,951	2,630
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