

11-22 AMBER COURT
COLBOURNE
SWINDON SN1 2HB

SERVICE CHARGE ACCOUNT
YEARS ENDED 31 MARCH 2016

BLENHEIMS



BLENHEIMS ESTATE & ASSET MANAGEMENT (SW) LIMITED

Managing Agent

Pembroke House
Torquay Road
Paignton
TQ3 2EZ



Accountant's report of factual findings to the Board of Directors of Amber Court Management (No. 2) Limited re 11-22 Amber Court, Colbourne, Swindon SN1 2HB.

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 leases for 11-22 Amber Court. In accordance with our engagement letter dated 8 December 2016, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 2 to 5 in respect of 11-22 Amber Court for the year ended 31 March 2016 in order to provide a report of factual findings about the service charge accounts that you have issued.

Basis of report

Our work was carried out having regard to TECH 03/11 of the Institute of Chartered Accountants in England & Wales, Residential Service Charge Accounts, published jointly by the professional 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 4 of the service charge accounts agreed or reconciled to the bank statements for the accounts 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 on factual findings

- (a) With respect to item 1 we found the figures in the service charge accounts 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 agreed or reconciled to the bank statements for the accounts in which the funds are held.


MJP Accountants LLP
Chartered Accountants
Pembroke House
Torquay Road
Preston TQ3 2EZ

Date: 13 December 2016

11-22 AMBER COURT, COLBOURNE, SWINDON SN1 2HB

SERVICE CHARGE ACCOUNT

YEAR ENDED 31 MARCH 2016

| SCHEDULE 1 – ESTATE COSTS | | 2016 | | 2015 | |
|---|------|-------|---------|-------|--------|
| | Note | £ | £ | £ | £ |
| Service charges receivable | | | 8,693 | | 7,340 |
| Utilities | | | | | |
| Electricity | | 173 | | 927 | |
| | | | 173 | | 927 |
| Contracts, maintenance and services | | | | | |
| Cleaning – Communal | | - | | 755 | |
| Maintenance – Gardens | | 950 | | 1,000 | |
| Maintenance – Fire Alarm | | 824 | | 180 | |
| Repairs – General | | 462 | | 317 | |
| Sundry Expenses | | 8 | | - | |
| | | | 2,244 | | 2,252 |
| Insurance | | | | | |
| Buildings | 2 | 1,871 | | 1,781 | |
| D & O | | 110 | | 111 | |
| | | | 1,981 | | 1,892 |
| Fees | | | | | |
| Accountancy | | 246 | | 198 | |
| Management fee | | 2,352 | | 2,280 | |
| Health & Safety Risk Assessment | | 450 | | - | |
| Company Secretarial | | 13 | | 13 | |
| | | | 3,061 | | 2,491 |
| Annual Expenditure | | | 7,459 | | 7,562 |
| Surplus/(Deficit) of service charge income | | | 1,234 | | (222) |
| Interest received less taxation | 4 | | 2 | | 2 |
| Surplus/(Deficit) for the year | 3 | | £1,236 | | £(220) |
| Transfer to Reserve Fund | 6 | | (1,236) | | - |
| Surplus/(Deficit) | | | £- | | £(220) |

11-22 AMBER COURT, COLBOURNE, SWINDON SN1 2HB

SERVICE CHARGE ACCOUNT

YEAR ENDED 31 MARCH 2016

Managing Agent's Certificate

We certify that the above Schedule 1 expenditure of £7,459 was incurred in accordance with the 7th Schedule of the individual leases.



For and on behalf of
Blenheims Estate & Asset Management (SW) Limited
Managing Agent

Acting as agent for Amber Court Management (No. 2) Limited

13 December 2016

11-22 AMBER COURT, COLBOURNE, SWINDON SN1 2HB

SERVICE CHARGE ACCOUNT

BALANCE SHEET AS AT 31 MARCH 2016

| | Note | 2016 £ | 2015 £ |
|--|------|---------------|---------------|
| Debtors | | | |
| Leaseholder arrears – Service Charge | | 1,161 | 1,483 |
| Leaseholder arrears – Reserve Fund | | 102 | 198 |
| Leaseholder arrears – Deficit for the year | 3 | - | 220 |
| Prepayments | | 2,709 | 2,072 |
| | | <u>3,972</u> | <u>3,973</u> |
| Cash at bank | | | |
| Nat West Bank Plc – Service Charge | 5 | 1,181 | 1,850 |
| Nat West Bank Plc – Reserve Fund | | 4,015 | 589 |
| | | <u>5,196</u> | <u>2,439</u> |
| Current Assets | | <u>£9,168</u> | <u>£6,412</u> |
| Creditors | | | |
| Trade creditors | | 2,121 | 559 |
| Accruals | | 298 | 217 |
| HMRC Trust Tax | 4 | 1 | - |
| In Advance Service Charges | | 2,036 | 2,288 |
| In Advance Reserve Fund Charges | | 124 | 232 |
| Current Liabilities | | <u>£4,580</u> | <u>£3,296</u> |
| Net Current Assets | | <u>£4,588</u> | <u>£3,116</u> |
| Represented by: | | | |
| Reserve Fund | | | |
| Balance – Beginning of year | | 3,116 | 3,951 |
| Reserve Fund Charges Receivable | | 236 | 220 |
| Transfer from Service Charge Account | 3 | 1,236 | - |
| Reserve Fund Expenditure | | - | (1,055) |
| Balance – End of year | | <u>£4,588</u> | <u>£3,116</u> |

NOTES TO ACCOUNTS

YEAR ENDED 31 MARCH 2016

1. Accounting Policies

1.1 Accounting Convention

The accounts are prepared under the historical cost convention and on the accruals basis.

2. Insurance

As at the year end the property was insured with Aviva Insurance Limited under policy number PM513676CHC with a declared value of £889,591.

3. Surplus for the Year

The surplus for the year has been calculated in accordance with the 7th Schedule as defined in the individual leases and has been credited to Reserve Fund in accordance with Clause 11(d)(i) of Part II of the 7th Schedule of the individual leases.

4. Tax Provided on Interest Received

Service charge monies are held on trust in accordance with Section 42, Landlord and Tenant Act 1987. Interest earned on service charge monies held on deposit is taxable at the basic rate of income tax. The rate of tax applied to interest received during the year was 20%.

5. Bank Accounts

Service charge monies are held in trust in instant access, interest bearing accounts at NatWest Bank Plc, Kensington Royal Gardens branch, 55 Kensington High Street, London W8 5EQ under the name of Amber Court Management (No. 2) Limited account numbers 50393101, 50393102 and 50393103.

6. Reserve Fund

The Reserve Fund has been established to meet the cost of large, non-regular repair and maintenance work. The surplus for the year of £1,236 has been credited to Reserve Fund in accordance with Clause 11(d)(i) of Part II of the 7th Schedule of the individual leases.