

**ST BENEDICTS (TOOTING) MANAGEMENT
COMPANY LIMITED**

**SERVICE CHARGE STATEMENT
THE ST BENEDICTS ESTATE, LONDON SW17**

**FOR THE YEAR ENDED
30 JUNE 2013**

**PB ASSOCIATES
CHARTERED ACCOUNTANTS**

2 Castle Business Village
Station Road
HAMPTON
Middlesex TW12 2BX

ST BENEDICTS (TOOTING) MANAGEMENT COMPANY LIMITED

THE ST BENEDICTS ESTATE, LONDON SW17

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FOR THE YEAR ENDED 30 JUNE 2013**

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ACCOUNTANTS' REPORT OF FACTUAL FINDINGS TO THE LANDLORD OF ST BENEDICTS ESTATE, LONDON SW17 FOR THE YEAR ENDED 30 JUNE 2013

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 St Benedicts Estate, London SW17. In accordance with our engagement letter, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 2 to 7 in respect of St Benedicts Estate, London SW17 for the year ended 30 June 2013 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 or for this report.

Basis of report

Our work was carried out having regard to 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 records and extracted the figures 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 5 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 of factual findings

- a. With respect to item 1 we found the figures in the statement 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 5 of the service charge accounts agrees or reconciles to the bank statement for the accounts in which the funds are held.

SERVICE CHARGE STATEMENT OF ACCOUNT FOR THE ST BENEDICTS ESTATE, LONDON SW17

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 2013

INCOME relating to the year

	ESTATE	FLATS	2013 TOTAL	2012 TOTAL
Service Charge demanded on account for year	39,050	89,659	128,709	124,585
Interest Received Gross	54	-	54	2
Less: Tax Deducted	(11)	-	(11)	-
TOTAL INCOME	<u>£39,093</u>	<u>£89,659</u>	<u>£128,752</u>	<u>£124,587</u>

EXPENDITURE relating to the year

Repairs and Maintenance

General Repairs and Maintenance	2,695	6,297	8,992	9,043
Parking Control	600	-	600	526
Entryphone	-	1,481	1,481	1,471
Cleaning of Internal Common Areas	-	13,183	13,183	13,121
Cleaning of External Common Areas	3,562	3,562	7,124	6,852
Health and Safety	492	492	984	974
Insurance Claims	-	-	-	250

Grounds Maintenance

Gardening	13,709	13,709	27,418	27,802
Tree Pruning	1,332	1,332	2,664	876

Utilities

Electricity	1,138	3,736	4,874	5,021
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Professional Fees

Legal and Professional Fees	104	3,024	3,128	-
Managing Agents Fees	7,210	28,839	36,049	35,308
Independent Accountant's Fee	2,195	1,525	3,720	3,480
Company Secretarial	349	-	349	(600)

Insurance

Buildings Insurance	863	16,392	17,255	16,222
Directors' Insurance	556	-	556	557

General Expenses

Sundry Expenses	-	-	-	126
Bank Charges	-	-	-	18

TOTAL EXPENDITURE	<u>£34,805</u>	<u>£93,572</u>	<u>£128,377</u>	<u>£121,047</u>
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**SERVICE CHARGE STATEMENT OF ACCOUNT FOR ST BENEDICTS ESTATE,
LONDON SW17****INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
30 JUNE 2013 (continued)**

	ESTATE	FLATS	2013 TOTAL	2012 TOTAL
Service Charge Surplus/(Deficit) for Period	4,288	(3,913)	375	3,540
Transfers (to)/from Reserves	<u>(4,288)</u>	<u>3,913</u>	<u>(375)</u>	<u>(3,540)</u>
Surplus/(Deficit) to be (Credited)/Collected	<u>£NIL</u> =====	<u>£NIL</u> =====	<u>£NIL</u> =====	<u>£NIL</u> =====

SERVICE CHARGE STATEMENT THE ST BENEDICTS ESTATE, LONDON SW17

BALANCE SHEET AT 30 JUNE 2013

	Note	2013	2012
CURRENT ASSETS			
Service Charges Due		6,564	7,508
Other Debtors	6	2,001	3,126
Prepayments	7	5,497	18,211
Cash Held at Bank by Managing Agent	3	195,386	169,065
		<u>209,448</u>	<u>197,910</u>
CREDITORS			
Service Charges Due in Advance		1,851	818
Due to St Benedicts (Tooting) Mgt Co Ltd		6,317	6,317
Trade Creditors		18,420	30,327
Other Creditors	8	15,278	-
Accruals	9	22,580	7,427
		<u>64,446</u>	<u>44,889</u>
NET ASSETS		<u>£145,002</u>	<u>£153,021</u>
Represented by:			
RESERVE FUNDS			
Maintenance Reserves	4	<u>£145,002</u>	<u>£153,021</u>

This statement of accounts was approved by William Hammond on behalf of Rendall & Rittner on 16 October 2013 and signed by

.....
WILLIAM HAMMOND

SERVICE CHARGE STATEMENT THE ST BENEDICTS ESTATE, LONDON SW17

NOTES TO THE SERVICE CHARGE STATEMENT FOR THE YEAR ENDED
30 JUNE 20131. **Accounting Policies**

The statement of account has been prepared in accordance with the provisions of the lease and on the accruals and prepayments basis, under the historical cost convention and (except where it is disclosed otherwise) according to generally accepted accounting practice in the United Kingdom.

2. **Tenants Rights and Obligations**

A summary of tenants (leaseholders) rights and obligations must by law accompany a demand for service charges, and is available from the managing agents.

3. **Cash at Bank**

Service Charge money was held in trust at Bank of Scotland, Edinburgh under the titles R & R St Benedicts (Tooting) SC, account number 06102332 and R & R St Benedicts (Tooting) RF, account number 06301683 and R & R Ltd Client Receipt A/C, account number 06980028.

4. Reserve Fund Expenditure	2013	2012
Surveyor's Fees	11,591	8,627
Structural Engineers Fees	2,160	-
Replace Entryphones	3,652	-
Maintenance Free Windows	-	44
Damaged Wall	4,280	(254)
Paving Repairs	-	3,414
Roof Repairs	576	-
Security Light Repairs	461	-
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	£22,720	£11,831
	=====	=====

5. **Transactions with Directors of St Benedicts (Tooting) Management Company Limited**

During the year K Herrmann received £144.64 in reimbursement for costs he has expended on behalf of the St Benedicts Estate. During the year R Joshi received £46.42 in reimbursement for costs he has expended on behalf of the St Benedicts Estate.

**SERVICE CHARGE STATEMENT OF ACCOUNT FOR ST BENEDICTS ESTATE,
LONDON SW17**

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2013 (contd.)

6. Other Debtors	2013	2012
Recharged Expenses	-	108
Window Rebates	-	322
Supplier Ledger in Advance	2,001	2,696
	<u>£2,001</u>	<u>£3,126</u>
	=====	=====
7. Prepayments		
Insurance	-	17,255
Directors' Insurance	-	557
Parking Control	399	399
Insurance Claim	5,098	-
	<u>£5,497</u>	<u>£18,211</u>
	=====	=====
8. Other Creditors		
Window Rebates	278	-
Reserve Fund Loan	15,000	-
	<u>£15,278</u>	<u>£NIL</u>
	=====	=====
9. Accruals		
Accountancy Fee	3,720	3,480
Entryphone	-	78
Electricity	239	1,425
Major Works	9,556	2,444
Management Fees	9,013	-
General Repairs	52	-
	<u>£22,580</u>	<u>£7,427</u>
	=====	=====
10. Taxation		

There is no liability to tax on income other than investment income which is charged to Trust Tax at a rate of 20%. The taxation charge in the Income and Expenditure Account consists of tax deducted at source.