

MONXTON PLACE

SERVICE CHARGE STATEMENT OF ACCOUNT

FOR THE PERIOD ENDED 31 DECEMBER 2012

MONXTON PLACE

CONTENTS

Pages	1	Managing agents letter of representation
	2	Accountants report
	3	Income and expenditure account
	4	Reserve fund
	5	Balance sheet
	6	Notes to the accounts

1

SERVICE CHARGE STATEMENT OF ACCOUNT FOR

MONXTON PLACE

LETTER OF REPRESENTATION FROM MANAGING AGENT TO ACCOUNTANT

FOR THE PERIOD ENDED 31 DECEMBER 2012

We have determined 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 Monxton Place.

We are responsible for preparing service charge information as set out in the accounts of Monxton Place for the period ended 31 December 2012.

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, including any payments to reserve funds, is a proper charge to the property and is in accordance with the underlying leases. Where necessary we have complied with the provisions of section 20 of the Landlord and Tenant Act 1985 in relation to long-term expenditure and major works as defined by the legislation.

All expenditure included in the service charge information is a proper charge to the property and is in accordance with underlying leases.

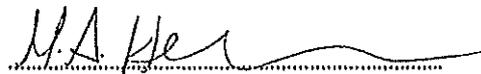
Where necessary, the allocation of relevant expenditure across the various service charge sectors including that relating to the above property is in accordance with the lease.

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

The charge to the reserve fund is in accordance with the provisions of the leases and the amounts have been accurately reflected in the reserve fund (where applicable) included as part of the service charge statement of relevant costs.

All service charge monies are held separately in trust in accordance with section 42 of the Landlord and Tenant Act 1987 in designated accounts with Barclays Bank Plc and the balances reconciled to the fund balances shown in the statement of account.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can make the above representations to you.

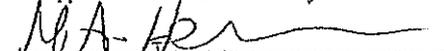

.....
HML Andertons - managing agents

Date:

19/4/2013

MANAGING AGENTS' DECLARATION

We approve the attached summary of costs.


.....
HML Andertons - managing agents

Date:

19/4/2013

MONXTON PLACE
INDEPENDENT ACCOUNTANTS REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2012

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 Monxton Place. 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 3 to 6 in respect of Monxton Place for the year ended 31 December 2012 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 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 Monxton Place shown in 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 in the service charge accounts agrees or reconciles to the bank statement for the accounts in which the funds are held.



 Simpson Wreford & Partners
 Chartered Accountants and Registered Auditors
 Suffolk House
 George Street
 Croydon CR0 0YN

Date 22nd April 2013

SERVICE CHARGE STATEMENT OF ACCOUNT FOR
 MONXTON PLACE
 INCOME AND EXPENDITURE ACCOUNT
 FOR THE PERIOD ENDED 31 DECEMBER 2012

	2012 Actual 6 months £	2012 Budget 12 months £
Income relating to the period		
Service charge demanded on account for the period	3,349	7,606
Total income	<u>3,349</u>	<u>7,606</u>
Expenditure relating to the period		
Repairs and maintenance		
General repairs and maintenance	-	250
Cleaning	490	910
Emergency lighting	-	200
Grounds maintenance		
Gardening	452	1,248
Utilities		
Electricity	81	400
Water rates	58	42
Professional fees		
Managing agents fees	950	1,890
Independent accountant's fee	420	400
Company secretarial fees and costs	225	450
Health and safety report	-	300
Insurance		
Building insurance	70	1,116
Directors and officers insurance	-	300
General expenses		
Bank charges	7	-
Postage & photocopying	15	-
Sundry expenses	-	100
Total expenditure	<u>2,768</u>	<u>7,606</u>
Surplus for the period	581	-
Transfers (to)/from reserves	<u>(581)</u>	-
Balance carried forward	<u>-</u>	<u>-</u>

SERVICE CHARGE STATEMENT OF ACCOUNT FOR
MONXTON PLACE
RESERVE FUND
FOR THE PERIOD ENDED 31 DECEMBER 2012

	General Reserve £
Balance brought forward	-
Income	
Demed in period	50
Transfer from income and expenditure account	581
Expenditure in period	-
Balance carried forward	<u>631</u>

SERVICE CHARGE STATEMENT OF ACCOUNT FOR

MONXTON PLACE

BALANCE SHEET

AS AT 31 DECEMBER 2012

	Notes	2012 £
ASSETS		
Service charges owed by tenants		474
Prepayments		905
Cash at bank	3	<u>445</u>
		<u>1,824</u>
LIABILITIES		
Trade creditors		174
Accruals		<u>1,019</u>
		<u>1,193</u>
NET ASSETS		
		<u><u>631</u></u>
REPRESENTED BY:-		
Income and expenditure account		-
Reserve fund		
General reserve		631
		<u>631</u>
		<u><u>631</u></u>

**SERVICE CHARGE STATEMENT OF ACCOUNT FOR
MONXTON PLACE
NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31 DECEMBER 2012**

1. 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

All funds (whether reserve or current account) are held in trust in designated client accounts in the name of the Service Charge Account with Barclays Bank Plc.

4. Transactions with directors of Monxton Place Residents Association Limited

There were no transactions in the year.