

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

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

**FOR THE YEAR ENDED
30 JUNE 2018**

**PB ASSOCIATES
CHARTERED ACCOUNTANTS**

2 Castle Business Village
Station Road
HAMPTON
Middlesex TW12 2BX

THE ST BENEDICTS ESTATE, LONDON SW17

**INDEX TO THE SERVICE CHARGE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2018**

Page 1 **ACCOUNTANT'S REPORT**

Pages 2 & 3 **INCOME AND EXPENDITURE ACCOUNT**

Page 4 **RESERVE FUNDS**

Page 5 **BALANCE SHEET**

Pages 6 & 7 **NOTES TO THE ACCOUNTS**

ACCOUNTANTS' REPORT OF FACTUAL FINDINGS TO THE LANDLORD OF ST BENEDICTS ESTATE, LONDON SW17 FOR THE YEAR ENDED 30 JUNE 2018

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 2018 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 2018

INCOME relating to the year			2018	2017
	ESTATE	FLATS	TOTAL	TOTAL
Service Charge demanded on account for year	38,332	96,624	134,956	135,282
Interest Received Gross	37	-	37	8
Less: Tax Deducted	-	-	-	-
TOTAL INCOME	<u>£38,369</u>	<u>£96,624</u>	<u>£134,993</u>	<u>£135,290</u>
	=====	=====	=====	=====
EXPENDITURE relating to the year				
Repairs and Maintenance				
General Repairs and Maintenance	933	6,109	7,042	8,695
Parking Control	720	-	720	682
Door Entry System	-	-	-	447
Cleaning of Internal Common Areas	-	14,212	14,212	13,891
Cleaning of External Common Areas	3,722	4,061	7,783	7,792
Grounds Maintenance				
Gardening	14,784	14,784	29,568	29,366
Tree Pruning	2,004	-	2,004	2,789
Utilities				
Electricity	2,337	2,857	5,194	4,833
Professional Fees				
Legal and Professional Fees	996	-	996	-
Health and Safety	491	539	1,030	984
Managing Agents Fees	8,780	35,121	43,901	42,789
Independent Accountant's Fee	2,520	1,680	4,200	4,050
Company Expenditure	394	-	394	277
Insurance				
Buildings Insurance	649	15,570	16,219	13,695
Directors' Insurance	365	-	365	357
General Expenses				
Sundry Expenses	-	-	-	3
Bank Charges	-	-	-	-
TOTAL EXPENDITURE	<u>£38,695</u>	<u>£94,933</u>	<u>£133,628</u>	<u>£130,650</u>
	=====	=====	=====	=====

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

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
30 JUNE 2018 (continued)**

	ESTATE	FLATS	2018 TOTAL	2017 TOTAL
Service Charge Surplus/(Deficit) for Year	(326)	1,691	1,365	4,640
Transfers (to)/from Reserves	326	(1,691)	(1,365)	(4,640)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Surplus/(Deficit) to be (Credited)/Collected	£NIL	£NIL	£NIL	£NIL
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

SERVICE CHARGE STATEMENT THE ST BENEDICTS ESTATE, LONDON SW17**BALANCE SHEET AT 30 JUNE 2018**

	Note	2018	2017
CURRENT ASSETS			
Service Charges Due		3,674	3,951
Other Debtors	5	573	1,313
Prepayments	6	1,382	1,428
Cash Held at Bank by Managing Agent	3	219,949	182,273
		<u>225,578</u>	<u>188,965</u>
CREDITORS			
Service Charges Due in Advance		10,568	7,896
Due to St Benedicts (Tooting) Mgt Co Ltd		6,317	6,317
Trade Creditors		8,033	3,536
Other Creditors	7	15,170	15,170
Accruals	8	20,020	18,839
		<u>60,108</u>	<u>51,758</u>
NET ASSETS		<u>£165,470</u>	<u>£137,207</u>
Represented by:			
RESERVE FUNDS			
Maintenance Reserves	4	<u>£165,470</u>	<u>£137,207</u>

This statement of accounts was approved by Duncan Rendall on behalf of Rendall & Rittner on
..... and signed by

.....
DUNCAN RENDALL

SERVICE CHARGE STATEMENT THE ST BENEDICTS ESTATE, LONDON SW17

NOTES TO THE SERVICE CHARGE STATEMENT FOR THE YEAR ENDED 30 JUNE 2018

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

Service Charge money was held in trust at Bank of Scotland, Earl Grey Street, 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	2018	2017
Electrical 5 Year Test and Remedial Work	5,020	-
Replace Entryphones	7,105	8,330
Drains Repairs	1,100	1,362
Soffit Repair	2,328	-
Roof Repairs	12,342	-
Flats Lighting	-	3,731
Estate Lighting	-	600
Fencing and Path Repairs	442	-
High Gutter Repairs	-	943
Porch Roof Repair	-	708
Roof Inspection	-	396
Railing	-	1,493
Tree Work	1,992	-
Air Brick Grilles	1,671	-
	£32,000	£17,563
	=====	=====
5. Other Debtors		
Tenant Rechargeables	473	254
Reserve Expenses	44	44
Supplier Ledger in Advance	56	943
Company Expenditure	-	72
	£573	£1,313
	=====	=====

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2018 (contd.)

6. Prepayments	2018	2017
Health and Safety Fees	903	949
Parking Control	479	479
	-----	-----
	£1,382	£1,428
	=====	=====
7. Other Creditors		
Tenant Rechargeables	-	-
Agent's Administration Fee	-	-
Window Decoration Rebates	170	170
Reserve Fund Loan	15,000	15,000
	-----	-----
	£15,170	£15,170
	=====	=====
8. Accruals		
Accountancy Fee	4,200	4,050
Electricity	1,222	720
Major Works	3,231	3,203
Management Fees	10,975	10,866
General Repairs and Maintenance	378	-
Health and Safety	-	-
Bank Charges	-	-
Companies House Fee	14	-
	-----	-----
	£20,020	£18,839
	=====	=====
9. Taxation		
There is no liability to tax on income other than investment income which is charged to Trust Tax at a rate of 20%.		
10. Managing Agent Related Companies Disclosure		
Rendall & Rittner have no related companies that provided services during the year.		
11. Managing Agent Income and Related Income or Other Benefits		
Rendall & Rittner Limited have earned the following income (including VAT) relating to the service charge as a result of their management of The St Benedict Estate in the year:-		
	2018	2017
Managing Agents' Fees	43,901	42,789
Administration Fees	-	-
	-----	-----
	£43,901	£42,789
	=====	=====