

Unaudited Service Charge Accounts

For the Year Ended 30 June 2013

for

Windsor Court, Swindon, Wiltshire, SN25 4BG

Windsor Court, Swindon, Wiltshire, SN25 4BG

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For the Year Ended 30 June 2013

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Windsor Court, Swindon, Wiltshire, SN25 4BG

**Service Charge Fund Information**

**For the Year Ended 30 June 2013**

**MANAGING AGENTS:** Countrywide Estate Management  
5th Floor Kelting House  
Southernhay  
Basildon  
Essex  
SS14 1EL

**BANKERS:** National Westminster Bank plc  
City of London Office  
PO Box 12258  
1 Princes Street  
London  
EC2R 8PA

**ACCOUNTANTS:** A J Wheeler Limited  
Chartered Certified Accountants  
Unit 5 Links Hosue  
Dundas Lane  
Portsmouth  
Hampshire  
PO3 5BL

Windsor Court, Swindon, Wiltshire, SN25 4BG

Accountants Report of Factual Findings to the Managing Agent of  
Windsor Court, Swindon, Wiltshire, SN25 4BG

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 the property. 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 22 in respect of the property 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 and their managing agent 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 this property shown on page 15 of the service charge accounts agreed or reconciled to the bank statement for the account 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 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 15 of the service charge accounts agrees or reconciles to the bank statement for the account in which the funds are held.

Signed: ..... *A J Wheeler Ltd* ..... Date: ..... *25/8/15* .....

A J Wheeler Limited  
Chartered Certified Accountants  
Unit 5 Links House  
Dundas Lane  
Portsmouth  
Hampshire  
PO3 5BL

**Windsor Court, Swindon, Wiltshire, SN25 4BG**

**Income and Expenditure Statement - Estate**

**For the Year Ended 30 June 2013**

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		38,355.79	95,156.00	78,375.68
Late payment interest charged		-	-	138.56
Total income receivable		38,355.79	95,156.00	78,514.24
<b>EXPENDITURE</b>				
<b>Repairs &amp; maintenance</b>				
General repairs & maintenance		2,500.00	-	360.00
Grounds maintenance		20,000.00	12,750.00	18,000.00
Pest control		600.00	360.00	-
<b>Professional fees</b>				
Accountancy fees		403.85	117.65	448.00
Company secretariat fees		-	-	611.20
Health & safety risk assessment		267.71	219.92	-
Management fees		6,619.20	6,619.20	4,471.56
Other professional fees		837.70	6,013.48	-
<b>Insurances</b>				
Directors and officers insurance		858.71	334.26	439.41
LVT decision funding		2,091.23	(469.43)	2,091.23
Property owners insurance		505.12	-	-
<b>Sundry expenses</b>				
Annual return filing fee		-	(16.00)	30.00
Postage, copying etc.		656.66	656.66	656.66
<b>Contributions to reserves</b>				
General reserve	7	3,015.61	3,015.61	3,015.61
Total expenditure		38,355.79	29,601.35	30,123.67
<b>SURPLUS FOR THE PERIOD</b>	6	-	65,554.65	48,390.57

The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Income and Expenditure Statement - Flats

For the Year Ended 30 June 2013

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		<u>62,232.25</u>	-	-
Total income receivable		<u>62,232.25</u>	-	-
<b>EXPENDITURE</b>				
<b>Repairs &amp; maintenance</b>				
Cleaning		16,000.00	12,600.00	14,400.00
Fire system maintenance		-	-	36.00
Emergency light maintenance		3,000.00	-	218.40
Audio/Visual entry system		500.00	-	-
General repairs & maintenance		3,500.00	2,752.80	1,411.84
Refuse management		1,000.00	-	-
TV aerial system		1,000.00	-	704.40
Window cleaning		1,600.00	240.00	240.00
<b>Utilities</b>				
Electricity		6,000.00	7,688.74	4,977.34
Water		280.00	162.95	140.22
<b>Professional fees</b>				
Accountancy fees		768.75	224.12	720.00
Company secretariat fees		-	-	-
Health & safety risk assessment		600.00	492.88	204.00
Management fees		11,454.00	11,454.00	11,454.00
<b>Insurances</b>				
Emergency assistance insurance		3,029.50	2,074.53	(232.15)
Property owners insurance		9,000.00	10,616.32	9,057.76
<b>Sundry expenses</b>				
Postage, copying etc.		350.00	350.00	350.00
<b>Contributions to reserves</b>				
General reserve	8	<u>4,150.00</u>	<u>4,150.00</u>	<u>4,150.00</u>
Total expenditure		<u>62,232.25</u>	<u>52,806.34</u>	<u>47,831.81</u>
<b>DEFICIT FOR THE PERIOD</b>	4	<u>-</u>	<u>(52,806.34)</u>	<u>(47,831.81)</u>

The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Income and Expenditure Statement - Flats above Garage  
For the Year Ended 30 June 2013

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		7,007.38	-	-
Total income receivable		7,007.38	-	-
<b>EXPENDITURE</b>				
<b>Repairs &amp; maintenance</b>				
General repairs & maintenance		400.00	220.00	-
<b>Professional fees</b>				
Accountancy fees		462.28	134.76	433.00
Management fees		1,461.60	1,461.60	1,461.60
<b>Insurances</b>				
Emergency assistance insurance		1,058.50	-	-
Property owners insurance		2,095.00	637.23	2,094.75
<b>Sundry expenses</b>				
Postage, copying etc.		80.00	80.00	80.00
<b>Contributions to reserves</b>				
General reserve	9	1,450.00	1,450.00	1,450.00
Total expenditure		7,007.38	3,983.59	5,519.35
<b>DEFICIT FOR THE PERIOD</b>	4		(3,983.59)	(5,519.35)

The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Income and Expenditure Statement - Garage  
For the Year Ended 30 June 2013

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		<u>4,615.53</u>	<u>-</u>	<u>-</u>
Total income receivable		<u>4,615.53</u>	<u>-</u>	<u>-</u>
<b>EXPENDITURE</b>				
Repairs & maintenance				
General repairs & maintenance		360.00	-	-
Professional fees				
Accountancy fees		226.53	66.14	210.00
Management fees		2,295.00	2,295.00	2,295.00
Insurances				
Property owners insurance		850.00	29.25	747.63
Sundry expenses				
Postage, copying etc.		34.00	34.00	-
Contributions to reserves				
General reserve	10	<u>850.00</u>	<u>850.00</u>	<u>850.00</u>
Total expenditure		<u>4,615.53</u>	<u>3,274.39</u>	<u>4,102.63</u>
<b>DEFICIT FOR THE PERIOD</b>	4	<u>-</u>	<u>(3,274.39)</u>	<u>(4,102.63)</u>

The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Income and Expenditure Statement - Gate

For the Year Ended 30 June 2013

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		<u>1,276.25</u>	<u>-</u>	<u>-</u>
Total income receivable		<u>1,276.25</u>	<u>-</u>	<u>-</u>
<b>EXPENDITURE</b>				
<b>Repairs &amp; maintenance</b>				
General repairs & maintenance		400.00	-	-
<b>Utilities</b>				
Electricity		250.00	-	-
<b>Professional fees</b>				
Accountancy fees		51.25	14.83	51.00
<b>Insurances</b>				
Property owners insurance		100.00	-	-
Property owners insurance excess		-	-	100.00
<b>Contributions to reserves</b>				
General reserve	11	<u>475.00</u>	<u>475.00</u>	<u>475.00</u>
Total expenditure		<u>1,276.25</u>	<u>489.83</u>	<u>626.00</u>
<b>DEFICIT FOR THE PERIOD</b>	4	<u>-----</u>	<u>(489.83)</u>	<u>(626.00)</u>

The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Income and Expenditure Statement - Casual spaces plots  
For the Year Ended 30 June 2013

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		<u>880.66</u>	<u>-</u>	<u>-</u>
Total income receivable		<u>880.66</u>	<u>-</u>	<u>-</u>
<b>EXPENDITURE</b>				
<b>Repairs &amp; maintenance</b>				
General repairs & maintenance		450.00	132.00	-
<b>Professional fees</b>				
Accountancy fees		180.66	52.84	164.00
<b>Insurances</b>				
Property owners insurance		100.00	-	-
<b>Contributions to reserves</b>				
General reserve	12	<u>150.00</u>	<u>150.00</u>	<u>150.00</u>
Total expenditure		<u>880.66</u>	<u>334.84</u>	<u>314.00</u>
<b>DEFICIT FOR THE PERIOD</b>	4	<u>-</u>	<u>(334.84)</u>	<u>(314.00)</u>

The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Income and Expenditure Statement - Bin stores  
For the Year Ended 30 June 2013

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		<u>2,156.25</u>	-	-
Total income receivable		<u>2,156.25</u>	-	-
<b>EXPENDITURE</b>				
<b>Repairs &amp; maintenance</b>				
General repairs & maintenance		250.00	-	-
Refuse management		<u>1,100.00</u>	-	-
<b>Utilities</b>				
Electricity		240.00	80.07	334.17
Water		<u>240.00</u>	<u>67.08</u>	<u>92.80</u>
<b>Professional fees</b>				
Accountancy fees		51.25	14.83	47.00
<b>Insurances</b>				
Property owners insurance		175.00	-	-
<b>Sundry expenses</b>				
Postage, copying etc.		50.00	50.00	50.00
<b>Contributions to reserves</b>				
General reserve	13	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>
Total expenditure		<u>2,156.25</u>	<u>261.98</u>	<u>573.97</u>
<b>DEFICIT FOR THE PERIOD</b>	4	<u>-</u>	<u>(261.98)</u>	<u>(573.97)</u>

The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Income and Expenditure Statement - Cycle store  
For the Year Ended 30 June 2013

	Notes	BUDGET £	30.6.13 £	30.6.12 £
<b>INCOME</b>				
Service charges raised		466.25	-	-
Total income receivable		466.25	-	-
<b>EXPENDITURE</b>				
<b>Repairs &amp; maintenance</b>				
General repairs & maintenance		100.00	-	-
Refuse management		80.00	-	-
<b>Utilities</b>				
Electricity		80.00	-	-
<b>Professional fees</b>				
Accountancy fees		51.25	14.82	47.00
<b>Insurances</b>				
Property owners insurance		80.00	-	-
<b>Sundry expenses</b>				
Postage, copying etc.		25.00	25.00	25.00
<b>Contributions to reserves</b>				
General reserve	14	50.00	50.00	50.00
Total expenditure		466.25	89.82	122.00
<b>DEFICIT FOR THE PERIOD</b>	4	-	(89.82)	(122.00)

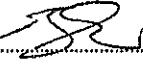
The notes form part of these service charge accounts

Windsor Court, Swindon, Wiltshire, SN25 4BG

Balance Sheet  
30 June 2013

	Notes	£	30.6.13	£	30.6.12	£
<b>FIXED ASSETS</b>						
<b>CURRENT ASSETS</b>						
Cash at bank and in hand	2	4,975.33			8,548.77	
Debtors	3	92,346.05			83,760.28	
Deficits to be recharged to lessees	4	68,653.34			72,967.20	
		165,974.72			165,276.25	
<b>CURRENT LIABILITIES</b>						
Creditors	5	44,399.49			53,891.63	
Surpluses to be refunded to lessees	6	64,772.55			64,772.55	
		109,172.04			118,664.18	
<b>NET CURRENT ASSETS</b>			<b>56,802.68</b>			<b>46,612.07</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>56,802.68</b>			<b>46,612.07</b>
<b>RESERVES</b>						
General reserve estate	7		13,013.08		9,997.47	
General reserve flats	8		31,189.60		27,039.60	
General reserve flats above garage	9		6,150.00		4,700.00	
General reserve garage	10		3,550.00		2,700.00	
General reserve gate	11		2,150.00		1,675.00	
General reserve casual spaces plots	12		450.00		300.00	
General reserve bin stores	13		150.00		100.00	
General reserve cycle stores	14		150.00		100.00	
<b>MEMBERS' FUNDS</b>			<b>56,802.68</b>			<b>46,612.07</b>

We, as managing agents approve the service charge accounts and confirm that we have made available all relevant records and information for their preparation. We confirm that there are no other costs we have been made aware of which need to be brought to your attention that may have been incurred by the freeholder during or relating to the period under review.

Signed: ..... 

Date: 19.08.2015

Name: B.C. Blatch, BLATCH ACCOUNTANT

Signed: ..... 

Date: 22-08-2015

Name: P. West, DIRECTOR

Windsor Court, Swindon, Wiltshire, SN25 4BG

Notes to the Service Charge Accounts  
For the Year Ended 30 June 2013

1. ACCOUNTING POLICIES

1.1 Accounting convention

The service charge accounts have been prepared in accordance with the terms of the lease and on an accruals basis under the historical cost convention.

2. CASH AT BANK AND IN HAND	30.6.13	30.6.12
	£	£
Client account	4,975.33	8,548.77
	<u>4,975.33</u>	<u>8,548.77</u>

All funds are held in a designated client account by the managing agent. The details of the bank with which the account is held is shown on page 1.

3. DEBTORS

Service charge debtors	30.6.13	30.6.12
Prepaid property owners insurance	£	£
Prepaid emergency assistance insurance	73,433.90	73,047.00
Prepaid directors and officers insurance	10,486.75	8,784.00
Admin fees	119.44	1,196.28
Other debtors	7,357.46	383.00
	<u>948.50</u>	<u>350.00</u>
	<u>92,346.05</u>	<u>83,760.28</u>

4. DEFICITS TO BE RECHARGED TO LESSEES

	30.6.13	30.6.12
	£	£
2007 estate deficit	892.13	892.13
2008 estate deficit	2,748.24	2,748.24
2008 flats deficit	5,142.96	5,142.96
2008 flats above garage deficit	115.00	115.00
2008 garages deficit	115.00	115.00
2008 gate deficit	58.75	58.75
2010 flats deficit	4,805.36	4,805.36
2012 flats deficit	47,831.81	47,831.81
2012 FOG deficit	5,519.35	5,519.35
2012 garage deficit	4,102.63	4,102.63
2012 casual space plots deficit	314.00	314.00
2012 gate deficit	626.00	626.00
2012 bin store deficit	573.97	573.97
2012 cycle store deficit	122.00	122.00
2013 surplus/deficit estate	(65,554.65)	-
2013 surplus/deficit flats	52,806.34	-
2013 surplus/deficit flats above garage	3,983.59	-
2013 surplus/deficit garage	3,274.39	-
2013 surplus/deficit gate	489.83	-
2013 surplus/deficit casual spaces plots	334.84	-
2013 surplus/deficit bin stores	261.98	-
2013 surplus/deficit cycle stores	89.82	-
	<u>68,653.34</u>	<u>72,967.20</u>

Windsor Court, Swindon, Wiltshire, SN25 4BG

Notes to the Service Charge Accounts

For the Year Ended 30 June 2013

**5. CREDITORS**

	<b>30.6.13</b>	<b>30.6.12</b>
	<b>£</b>	<b>£</b>
Trade creditors	38,655.20	33,548.40
Accrued accountancy fees	3,720.00	2,601.50
Accrued directors & officers insurance	-	42.00
Accrued grounds maintenance	-	1,500.00
Accrued LVT decision funding	-	2,091.23
Accrued filing fees	-	30.00
Accrued stationery, printing, postage etc	955.83	-
Accrued management fees	1,819.15	-
Accrued buildings insurance	27.70	-
Client reconciliation difference	(778.39)	(124.23)
Other creditors - fund transfer	-	14,202.73
	<b>44,399.49</b>	<b>53,891.63</b>

**6. SURPLUSES TO BE REFUNDED TO LESSEES**

	<b>30.6.13</b>	<b>30.6.12</b>
	<b>£</b>	<b>£</b>
2009 estate surplus	1,519.56	1,519.56
2009 flats surplus	7,042.54	7,042.54
2009 flats above garages surplus	1,366.69	1,366.69
2009 garages surplus	555.35	555.35
2009 gate surplus	556.16	556.16
2010 estate surplus	4,275.12	4,275.12
2010 FOG surplus	480.39	480.39
2010 garages surplus	241.20	241.20
2010 gate surplus	344.97	344.97
2012 estate surplus	48,390.57	48,390.57
	<b>64,772.55</b>	<b>64,772.55</b>

Notes to the Service Charge Accounts  
For the Year Ended 30 June 2013

**7. GENERAL RESERVE - ESTATE**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	9,997.47	6,981.86
Transfer from income and expenditure account	3,015.61	3,015.61
<b>Balance carried forward</b>	<b>13,013.08</b>	<b>9,997.47</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.

**8. GENERAL RESERVE - FLATS**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	27,039.60	22,889.60
Transfer from income and expenditure account	4,150.00	4,150.00
<b>Balance carried forward</b>	<b>31,189.60</b>	<b>27,039.60</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.

**9. GENERAL RESERVE - FLATS ABOVE GARAGE**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	4,700.00	3,250.00
Transfer from income and expenditure account	1,450.00	1,450.00
<b>Balance carried forward</b>	<b>6,150.00</b>	<b>4,700.00</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.

**10. GENERAL RESERVE - GARAGE**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	2,700.00	1,850.00
Transfer from income and expenditure account	850.00	850.00
<b>Balance carried forward</b>	<b>3,550.00</b>	<b>2,700.00</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.

Windsor Court, Swindon, Wiltshire, SN25 4BG

Notes to the Service Charge Accounts  
For the Year Ended 30 June 2013

**11. GENERAL RESERVE - GATE**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	1,675.00	1,200.00
Transfer from income and expenditure account	475.00	475.00
<b>Balance carried forward</b>	<b>2,150.00</b>	<b>1,675.00</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.

**12. GENERAL RESERVE - CASUAL SPACES PLOTS**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	300.00	150.00
Transfer from income and expenditure account	150.00	150.00
<b>Balance carried forward</b>	<b>450.00</b>	<b>300.00</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.

**13. GENERAL RESERVE - BIN STORES**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	100.00	50.00
Transfer from income and expenditure account	50.00	50.00
<b>Balance carried forward</b>	<b>150.00</b>	<b>100.00</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.

**14. GENERAL RESERVE - CYCLE STORE**

	<b>30.6.13</b>	<b>30.6.12</b>
	£	£
Balance brought forward	100.00	50.00
Transfer from income and expenditure account	50.00	50.00
<b>Balance carried forward</b>	<b>150.00</b>	<b>100.00</b>

The general reserve fund has been established to meet the cost of large, non-regular repair and maintenance work.