

**UNAUDITED SERVICE CHARGE ACCOUNTS**

**FOR THE YEAR ENDED 30TH JUNE 2018**

**FOR**

**WINDSOR COURT, SWINDON, WILTSHIRE**



**WINDSOR COURT, SWINDON, WILTSHIRE**

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For the Year Ended 30th June 2018**

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**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Fund Information  
For the Year Ended 30th June 2018**

**Managing Agents:**  
It'syourplace Ltd  
Victoria House  
178-180 Fleet Road  
Fleet  
Hampshire  
GU51 4DA

**Accountants:**  
Humber Business Services Ltd  
4 Northgate  
Hessle  
East Yorkshire  
HU13 9AA

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Managing Agents Report  
For the Year Ended 30th June 2018**

It'syourplace Ltd acted as managing agents for the whole period under review and from the year end to the date of this report.

**MANAGING AGENT APPROVAL CERTIFICATE**

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 managing agent during or relating to the period under review.

**ON BEHALF OF THE MANAGING AGENT:**

Signed: 

Date: 27/07/18

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Accountants Report  
to the Managing Agents for Windsor Court, Swindon, Wiltshire  
For the Year Ended 30th June 2018**

You have stated that an audit for the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the lease for Windsor Court, Swindon, Wiltshire. In accordance with our engagement letter dated 6th September 2018, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 5 to 14 in respect of Windsor Court, Swindon, Wiltshire for the year ended 30th June 2018.

This report is made to the 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 managing agent and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the managing agent for our work or for this report.

**BASIS OF THE REPORT**

Our work was carried out having regard to TECH 03/11 16 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 13 of the service charge accounts agreed or reconciled to the agent's client account report 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.

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Accountants Report  
to the Managing Agents for Windsor Court, Swindon, Wiltshire  
For the Year Ended 30th June 2018**

**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 13 of the service charge accounts agrees or reconciles to the agent's client account report for the accounts in which the funds are held. Our work has not extended to checking the Managing agents reconciliation across its general client ledger records to its respective general client bank account.

HBS LD

Signed

27/11/18

Date

**Humber Business Services Ltd**

Accountants

4 Northgate  
Hessle  
East Yorkshire  
HU13 9AA

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Estate  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b><br>£ | <b>ACTUAL<br/>2018</b><br>£ | <b>ACTUAL<br/>2017</b><br>£ |
|--|-----------------------------|-----------------------------|-----------------------------|
| <b>INCOME</b>                              |                             |                             |                             |
| Service charges                            | 37,738                      | 37,928                      | 37,715                      |
| Interest received                          | -                           | 81                          | 16                          |
| Penalty interest                           | -                           | 64                          | -                           |
|  | <b>37,738</b>               | <b>38,073</b>               | <b>37,731</b>               |
| <b>EXPENDITURE</b>                         |                             |                             |                             |
| Accountancy fees                           | 1,200                       | 1,266                       | 1,266                       |
| Filing fees                                | 13                          | 13                          | 13                          |
| Garden replanting & sundries               | 1,000                       | 1,247                       | -                           |
| Gardening                                  | 10,195                      | 12,099                      | 10,710                      |
| General repairs & maintenance              | 2,500                       | 868                         | 2,281                       |
| Health & safety                            | 750                         | 475                         | 471                         |
| Managing agents fees                       | 11,760                      | 11,760                      | 11,760                      |
| Insurance - D & O                          | 375                         | 160                         | 302                         |
| Insurance - Buildings                      | 3,195                       | 2,482                       | 2,974                       |
| Professional fees                          | 1,000                       | 1,283                       | 302                         |
| Postage and miscellaneous                  | 750                         | 435                         | 522                         |
|  | <b>32,738</b>               | <b>32,088</b>               | <b>30,601</b>               |
| <b>RESERVES</b>                            |                             |                             |                             |
| Contribution to reserve fund               | 5,000                       | 5,000                       | 5,000                       |
|  | <b>37,738</b>               | <b>37,088</b>               | <b>35,601</b>               |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                             |                             |                             |
|  | <b>985</b>                  |                             | <b>2,130</b>                |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Flats  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b> | <b>ACTUAL<br/>2018</b> | <b>ACTUAL<br/>2017</b> |
|--|------------------------|------------------------|------------------------|
| <b>INCOME</b>                              | <b>£</b>               | <b>£</b>               | <b>£</b>               |
| Service charges                            | 59,858                 | 60,521                 | 52,857                 |
|  | <b><u>59,858</u></b>   | <b><u>60,521</u></b>   | <b><u>52,857</u></b>   |
| <b>EXPENDITURE</b>                         |                        |                        |                        |
| Cleaning                                   | 8,200                  | 8,295                  | 9,138                  |
| Emergency lighting maintenance             | 1,089                  | 1,769                  | 1,089                  |
| TV aerial system                           | -                      | 80                     | 836                    |
| Electricity                                | 5,650                  | 6,758                  | 6,468                  |
| Water                                      | -                      | 10                     | 276                    |
| Health & safety                            | -                      | 1,289                  | -                      |
| General repairs & maintenance              | 6,000                  | 9,861                  | 8,855                  |
| Management fees                            | 10,458                 | 10,458                 | 10,458                 |
| Insurance - Buildings                      | 11,611                 | 10,320                 | 10,807                 |
| Insurance valuation fee                    | 350                    | -                      | -                      |
| Refuse collection                          | 500                    | 299                    | 260                    |
| Gutter cleaning                            | 1,000                  | 110                    | 948                    |
|  | <b><u>44,858</u></b>   | <b><u>49,249</u></b>   | <b><u>49,135</u></b>   |
| <b>RESERVES</b>                            |                        |                        |                        |
| Contribution to reserve fund               | 15,000                 | 15,000                 | 7,500                  |
|  | <b><u>15,000</u></b>   | <b><u>15,000</u></b>   | <b><u>7,500</u></b>    |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                        |                        |                        |
|  | <b><u>59,858</u></b>   | <b><u>64,249</u></b>   | <b><u>56,635</u></b>   |
|  |                        | <b><u>(3,728)</u></b>  | <b><u>(3,778)</u></b>  |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Flats above garage  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b> | <b>ACTUAL<br/>2018</b> | <b>ACTUAL<br/>2017</b> |
|--|------------------------|------------------------|------------------------|
|  | <b>£</b>               | <b>£</b>               | <b>£</b>               |
| <b>INCOME</b>                              |                        |                        |                        |
| Service charges                            | 6,342                  | 6,342                  | 5,842                  |
|  | <b><u>6,342</u></b>    | <b><u>6,342</u></b>    | <b><u>5,842</u></b>    |
| <b>EXPENDITURE</b>                         |                        |                        |                        |
| General repairs & maintenance              | 500                    | 1,363                  | 2,000                  |
| Management fees                            | 1,566                  | 1,566                  | 1,566                  |
| Insurance - Buildings                      | 2,276                  | 1,879                  | 2,025                  |
|  | <b><u>4,342</u></b>    | <b><u>4,808</u></b>    | <b><u>5,591</u></b>    |
| <b>RESERVES</b>                            |                        |                        |                        |
| Contribution to reserve fund               | 2,000                  | 2,000                  | 2,000                  |
|  | <b><u>6,342</u></b>    | <b><u>6,808</u></b>    | <b><u>7,591</u></b>    |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                        |                        |                        |
|  |                        | <b><u>(466)</u></b>    | <b><u>(1,749)</u></b>  |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Garage  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b> | <b>ACTUAL<br/>2018</b> | <b>ACTUAL<br/>2017</b> |
|--|------------------------|------------------------|------------------------|
|  | £                      | £                      | £                      |
| <b>INCOME</b>                              |                        |                        |                        |
| Service charges                            | 3,438                  | 3,398                  | 3,397                  |
|  | <b>3,438</b>           | <b>3,398</b>           | <b>3,397</b>           |
| <b>EXPENDITURE</b>                         |                        |                        |                        |
| General repairs & maintenance              | 500                    | -                      | -                      |
| Management fees                            | 1,020                  | 1,020                  | 1,020                  |
| Insurance - Buildings                      | 918                    | 709                    | 784                    |
|  | <b>2,438</b>           | <b>1,729</b>           | <b>1,804</b>           |
| <b>RESERVES</b>                            |                        |                        |                        |
| Contribution to reserve fund               | 1,000                  | 1,000                  | 1,000                  |
|  | <b>3,438</b>           | <b>2,729</b>           | <b>2,804</b>           |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                        |                        |                        |
|  | <b>669</b>             | <b>593</b>             |                        |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Gate  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b><br>£ | <b>ACTUAL<br/>2018</b><br>£ | <b>ACTUAL<br/>2017</b><br>£ |
|--|-----------------------------|-----------------------------|-----------------------------|
| <b>INCOME</b>                              |                             |                             |                             |
| Service charges                            | 1,671                       | 1,671                       | 1,671                       |
|  | <b><u>1,671</u></b>         | <b><u>1,671</u></b>         | <b><u>1,671</u></b>         |
| <b>EXPENDITURE</b>                         |                             |                             |                             |
| Gate maintenance                           | 1,000                       | 2,391                       | 318                         |
| Insurance - Buildings                      | 171                         | 132                         | 158                         |
|  | <b><u>1,171</u></b>         | <b><u>2,523</u></b>         | <b><u>476</u></b>           |
| <b>RESERVES</b>                            |                             |                             |                             |
| Contribution to reserve fund               | 500                         | 500                         | 500                         |
|  | <b><u>1,671</u></b>         | <b><u>3,023</u></b>         | <b><u>976</u></b>           |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                             | <b><u>(1,352)</u></b>       | <b><u>695</u></b>           |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Casual Spaces Plots  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b> | <b>ACTUAL<br/>2018</b> | <b>ACTUAL<br/>2017</b> |
|--|------------------------|------------------------|------------------------|
|  | <b>£</b>               | <b>£</b>               | <b>£</b>               |
| <b>INCOME</b>                              |                        |                        |                        |
| Service charges                            | 286                    | 286                    | 286                    |
|  | <b>286</b>             | <b>286</b>             | <b>286</b>             |
| <b>EXPENDITURE</b>                         |                        |                        |                        |
| Insurance - Buildings                      | 136                    | 105                    | 127                    |
|  | <b>136</b>             | <b>105</b>             | <b>127</b>             |
| <b>RESERVES</b>                            |                        |                        |                        |
| Contribution to reserve fund               | 150                    | 150                    | 150                    |
|  | <b>286</b>             | <b>255</b>             | <b>277</b>             |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                        | <b>31</b>              | <b>9</b>               |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Bin stores  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b><br>£ | <b>ACTUAL<br/>2018</b><br>£ | <b>ACTUAL<br/>2017</b><br>£ |
|--|-----------------------------|-----------------------------|-----------------------------|
| <b>INCOME</b>                              |                             |                             |                             |
| Service charges                            | 1,390                       | 1,390                       | 1,240                       |
|  | <b>1,390</b>                | <b>1,390</b>                | <b>1,240</b>                |
| <b>EXPENDITURE</b>                         |                             |                             |                             |
| Electricity                                | 150                         | (62)                        | 148                         |
| Water                                      | 100                         | (75)                        | 147                         |
| General repairs & maintenance              | 500                         | -                           | -                           |
| Insurance - Buildings                      | 240                         | 167                         | 200                         |
| Refuse collection                          | 200                         | 8                           | 105                         |
|  | <b>1,190</b>                | <b>38</b>                   | <b>600</b>                  |
| <b>RESERVES</b>                            |                             |                             |                             |
| Contribution to reserve fund               | 200                         | 200                         | 200                         |
|  | <b>1,390</b>                | <b>238</b>                  | <b>800</b>                  |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                             | <b>1,152</b>                | <b>440</b>                  |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Service Charge Statement - Cycle store  
for the Year Ended 30th June 2018**

|  | <b>BUDGET<br/>2018</b><br>£ | <b>ACTUAL<br/>2018</b><br>£ | <b>ACTUAL<br/>2017</b><br>£ |
|--|-----------------------------|-----------------------------|-----------------------------|
| <b>INCOME</b>                              |                             |                             |                             |
| Service charges                            | 355                         | 355                         | 355                         |
|  | <b>355</b>                  | <b>355</b>                  | <b>355</b>                  |
| <b>EXPENDITURE</b>                         |                             |                             |                             |
| General repairs & maintenance              | 100                         | -                           | -                           |
| Insurance - Buildings                      | 105                         | 62                          | 75                          |
| Refuse collection                          | 50                          | -                           | -                           |
|  | <b>255</b>                  | <b>62</b>                   | <b>75</b>                   |
| <b>RESERVES</b>                            |                             |                             |                             |
| Contribution to reserve fund               | 100                         | 100                         | 100                         |
|  | <b>355</b>                  | <b>162</b>                  | <b>175</b>                  |
| <b>SERVICE CHARGES SURPLUS / (DEFICIT)</b> |                             | <b>193</b>                  | <b>180</b>                  |

**WINDSOR COURT, SWINDON, WILTSHIRE**

**Balance Sheet  
as at 30th June 2018**

|                                       | Notes | 2018                 | 2017                 |
|---------------------------------------|-------|----------------------|----------------------|
|                                       |       | £                    | £                    |
| <b>CURRENT ASSETS</b>                 |       |                      |                      |
| Balance of service charge monies      | 2     | 56,130               | 47,756               |
| Debtors                               | 3     | 12,378               | 5,589                |
| Prepayments                           |       | <u>17,688</u>        | <u>15,091</u>        |
|                                       |       | 86,196               | 68,436               |
| <b>CURRENT LIABILITIES</b>            |       |                      |                      |
| Creditors                             | 4     | (22,795)             | (26,469)             |
| <b>NET CURRENT ASSETS</b>             |       | <u><u>63,401</u></u> | <u><u>41,967</u></u> |
| <b>RESERVES</b>                       |       |                      |                      |
| General reserve - Estate              | 5     | 18,684               | 12,699               |
| General reserve - Flats               | 5     | 17,587               | 6,315                |
| General reserve - Flats above garage  | 5     | 9,131                | 7,597                |
| General reserve - Garage              | 5     | 7,588                | 5,919                |
| General reserve - Gate                | 5     | 6,544                | 7,396                |
| General reserve - Casual spaces plots | 5     | 1,168                | 987                  |
| General reserve - Bin stores          | 5     | 1,841                | 489                  |
| General reserve - Cycle store         | 5     | 858                  | 565                  |
|                                       |       | <u><u>63,401</u></u> | <u><u>41,967</u></u> |

This statement of account was approved by the Managing Agent.

.....  
ItsYourPlace Ltd

.....  
Date

.....  
26/11/2018

This statement of account was approved by the Management Company

.....  
Name

.....  
Date

.....  
26/11/2018

Director of Windsor Court (Swindon) Management Company Ltd

## WINDSOR COURT, SWINDON, WILTSHIRE

### Notes to the Accounts as at 30th June 2018

#### 1 ACCOUNTING POLICIES

##### Accounting convention

The accounts have been prepared on an accruals basis under the historical cost convention and in accordance with best practice and ARMA consultation guidelines

#### 2 CASH AT BANK

All monies are held in a trust designated client account by the managing agent

#### 3 DEBTORS

|                        | 2018          | 2017         |
|------------------------|---------------|--------------|
|                        | £             | £            |
| Service charge debtors | 12,378        | 5,589        |
|                        | <u>12,378</u> | <u>5,589</u> |

#### 4 CREDITORS

|                                 | 2018          | 2017          |
|---------------------------------|---------------|---------------|
|                                 | £             | £             |
| Service charges paid in advance | 12,475        | 16,607        |
| Creditors                       | 2,885         | 3,159         |
| Accruals                        | 3,786         | 3,108         |
| Other creditors                 | 3,649         | 3,595         |
|                                 | <u>22,795</u> | <u>26,469</u> |

#### 5 RESERVES

|                                       | Balance<br>b/fwd | Additions/<br>(deductions) | Balance<br>C/fwd |
|---------------------------------------|------------------|----------------------------|------------------|
|                                       | £                | £                          | £                |
| General reserve - Estate              | 12,699           | 5,985                      | 18,684           |
| General reserve - Flats               | 6,315            | 11,272                     | 17,587           |
| General reserve - Flats above garage  | 7,597            | 1,534                      | 9,131            |
| General reserve - Garage              | 5,919            | 1,669                      | 7,588            |
| General reserve - Gate                | 7,396            | (852)                      | 6,544            |
| General reserve - Casual spaces plots | 987              | 181                        | 1,168            |
| General reserve - Bin stores          | 489              | 1,352                      | 1,841            |
| General reserve - Cycle store         | 565              | 293                        | 858              |
|                                       | <u>-</u>         | <u>41,967</u>              | <u>21,434</u>    |
|                                       |                  |                            | <u>63,401</u>    |