

**QUEEN'S CLUB GARDENS, LONDON W14**

**SERVICE CHARGE ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2023**

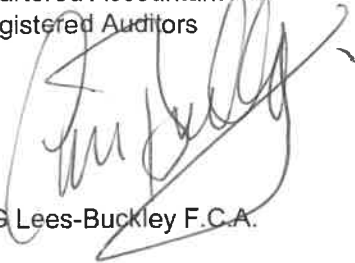
**QUEEN'S CLUB GARDENS, LONDON W14**

**REPORT OF THE ACCOUNTANTS**

We have prepared the attached service charge accounts for the year ended 31st December 2023, from the relevant books and records maintained by the managing agent, under the requirements of the Landlord and Tenant Act 1985. The reporting provisions of the Act do not require any opinion as to either the reasonableness of the costs included within the service charge accounts or the standard of the services or works provided.

We hereby certify that in our opinion the attached service charge accounts are a fair summary of the expenditure incurred for the year ended 31st December 2023 and comply with Section 21(5) of the Landlord and Tenant Act 1985 as amended and have been properly supported by accounts, receipts and other documents which have been produced to us.

LBCo Ltd  
Chartered Accountants &  
Registered Auditors



L G Lees-Buckley F.C.A.

16 Northfields Prospect  
Putney Bridge Road  
London SW18 1PE

Dated: 16th December 2024

**QUEEN'S CLUB GARDENS, LONDON W14****FLATS SERVICE CHARGE ACCOUNT - EXCLUDING GARAGES****YEAR ENDED 31 DECEMBER 2023**

	2023		2023	2022
	Actual	Actual	Budget	Actual
	£	£	£	£
<b>ROUTINE EXPENDITURE</b>				
<b>Staff costs:</b>				
Wages, pension, healthcare and life assurance		203,242	220,000	206,064
Council Tax and service charges - Porters' Flats		16,833	15,000	14,435
Contract staff		85,745	70,000	75,379
Utilities and maintenance		14,703	10,000	8,997
Uniforms and training		1,410	3,000	843
		<u>321,933</u>	<u>318,000</u>	<u>305,718</u>
<b>Estate office and stores:</b>				
Rent, Rates and service charges	9,984		11,000	7,173
Utilities, Maintenance & Cleaning	1,388		1,000	951
Telephone, Printing, stationery and sundry	16,937		17,000	14,519
		<u>28,309</u>	<u>29,000</u>	<u>22,643</u>
<b>Contracts, maintenance and services:</b>				
General repairs and sundry property maintenance expenses	64,220		50,000	45,306
Sundry	60		0	3,205
Electricity - common parts	69,957		149,000	61,488
Door answerphone system maintenance	24,864		20,000	13,133
Communal TV System	10,444		10,000	8,073
Fire safety	2,758		7,000	0
Insurance	303,022		375,000	299,541
Managing agent's Insurance Arrangement fee	(11,697)		0	23,394
Refuse removal	6,207		6,000	5,544
Window, carpet cleaning, cleaning materials	5,750		6,000	2,411
Pest control	19,576		22,000	18,705
Gardening, repairs, tree pruning and tennis courts	86,897		80,000	67,965
		<u>582,058</u>	<u>725,000</u>	<u>548,765</u>
<b>Fees:</b>				
Audit fee	10,740		11,000	9,960
Health and safety inspections	1,837		5,000	1,494
Legal and professional fees	17,074		8,000	7,468
Managing agent's fee	193,000		193,000	178,000
		<u>222,651</u>	<u>217,000</u>	<u>196,922</u>
<b>Bank interest received less taxation</b>				
		<u>(7,911)</u>	<u>0</u>	<u>(1,143)</u>
		<u>1,147,040</u>	<u>1,289,000</u>	<u>1,072,905</u>
<b>Non-annual expenditure</b>				
Resurface tennis courts	57,012			
External Repairs & Redecoration Phase 6 - Contractor	93,453			
External Repairs & Redecoration Phase 6 - Surveyor's Fees	5,832			
Internal Redecoration Final Settlement	25,000			
Internal Redecoration 2016 - 2022 - Surveyor's Final Fees	991			
Damp Investigation/Damp Proofing Works & Fees	41,124			
		<u>223,412</u>	<u>615,000</u>	<u>1,469,158</u>
<b>TOTAL EXPENDITURE</b>		<u>1,370,452</u>	<u>1,904,000</u>	<u>2,542,063</u>
<b>Advance Demands</b>		<u>(2,183,000)</u>		<u>(1,954,897)</u>
(Surplus)/Deficit For The Year		<u>(812,548)</u>		<u>587,166</u>
Deficit Brought Forward		<u>1,297,103</u>		<u>709,937</u>
Deficit Carried Forward		<u>484,555</u>		<u>1,297,103</u>

**QUEEN'S CLUB GARDENS, LONDON W14**  
**FLATS SERVICE CHARGE ACCOUNT - EXCLUDING GARAGES**  
**ADDITIONAL NOTES UNDER THE LANDLORD AND TENANT ACT 1985**  
**AS AMENDED BY THE LANDLORD AND TENANT ACT 1987**  
**FOR THE YEAR ENDED 31ST DECEMBER 2023**

	(a)	(b)	Sub Total (c) (Column a + b)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.23 (Column c to g)
	£	£	£	£	£	£	£	£
<b>Staff costs:</b>								
Wages, pension, healthcare and life assurance		202,340	202,340	1,861	(1,684)	725		203,242
Council Tax, Rates and service charges - Porters' Flats		15,526	15,526	1,202	(938)	1,043		16,833
Contract staff	(8,994)	86,856	77,862			7,883		85,745
Utilities and maintenance	(4,845)	19,217	14,372		(399)		730	14,703
Uniforms and training	(84)	1,395	1,311			99		1,410
<b>Estate office and stores:</b>								
Rent, Rates and service charges	(15,893)	20,078	4,185				5,799	9,984
Utilities, Maintenance & Cleaning	(373)	1,744	1,371				17	1,388
Telephone, Printing, stationery and sundry	(1,814)	17,809	15,995	344	(399)	553	444	16,937
<b>Contracts, maintenance and services:</b>								
General repairs and sundry property maintenance expenses	(7,103)	63,001	55,898			8,067	255	64,220
Sundry	(1,629)	1,617	(12)			36	36	60
Electricity - common parts	(7,313)	77,270	69,957					69,957
Door answerphone system maintenance	(606)	24,938	24,332	226		306		24,864
Communal TV System		10,713	10,713	2,009	(2,278)			10,444
Fire safety		2,758	2,758					2,758
Insurance		292,817	292,817	155,812	(145,607)			303,022
Managing agent's Insurance Arrangement fee	(11,697)		(11,697)					(11,697)
Refuse removal	(1,385)	7,616	6,231	162	(186)			6,207
Window, carpet cleaning, cleaning materials		5,750	5,750					5,750
Pest control	(2,792)	19,511	16,719			2,857		19,576
Gardening, repairs, tree pruning and tennis courts	(10,752)	90,616	79,864	76	(97)	7,054		86,897
<b>Fees:</b>								
Audit fee	(9,960)	9,960	0				10,740	10,740
Health and safety inspections		1,837	1,837					1,837
Legal and professional fees	(4,290)	12,810	8,520			7,650	904	17,074
Managing agent's fee		193,000	193,000					193,000
<b>Bank interest received less taxation</b>		(7,911)	(7,911)					(7,911)
<b>Non-annual expenditure</b>								
Resurface tennis courts		57,012	57,012					57,012
External Repairs & Redecoration Phase 6 - Contractor	(86,503)	179,956	93,453					93,453
External Repairs & Redecoration Phase 6 - Surveyor's Fees	(535)	5,615	5,080			752		5,832
Internal Redecoration Final Payment		25,000	25,000					25,000
Internal Redecoration 2016 - 2022 - Surveyors Fees Final			0			991		991
Damp Investigation/Damp Proofing Works & Fees	(6,303)	43,371	37,068			4,056		41,124
	(182,871)	1,482,222	1,299,351	161,692	(151,588)	42,072	18,925	1,370,452

**Note**

Column (a) are those costs paid in this year but relating to the previous year. (Creditors, Accruals and provisions b/fwd)  
Column (b) are those costs paid in the year.  
Column (c) are those costs incurred which have been demanded and paid in the year.  
Column (d) are those costs paid in the previous year but relating to this year. (Prepayments b/fwd)  
Column (e) are those costs paid in the year, but relating to the next period. (Prepayments c/fwd)  
Column (f) are those costs incurred where a demand for payment from the suppliers of services etc. had been received by the landlord within the year, but remained unpaid at the year end. (Creditors c/fwd)  
Column (g) are those costs incurred where no demand for payment from the suppliers of services etc. has been received by the landlord within the year. (Accruals and Provisions c/fwd)

**QUEEN'S CLUB GARDENS, LONDON W14**

**GARAGES SERVICE CHARGE ACCOUNT**

**YEAR ENDED 31 DECEMBER 2023**

	2023 Actual £	2023 Budget £	2022 Actual £
Insurance	1,205	2,000	2,091
General Repairs	0	2,279	816
Audit fee	180	200	200
Managing agent's fee	1,521	1,521	1,415
<b>TOTAL EXPENDITURE</b>	<u>2,906</u>	<u>6,000</u>	4,522
Bank interest received less taxation	(140)		(24)
<b>Transfer To Reserves</b>	<u>3,234</u>		<u>1,502</u>
	6,000		6,000
<b>Advance Demands</b>	<u>(6,000)</u>		<u>(6,000)</u>
	<u>0</u>		<u>0</u>

**QUEEN'S CLUB GARDENS, LONDON W14**  
**GARAGES SERVICE CHARGE**

**ADDITIONAL NOTES UNDER THE LANDLORD AND TENANT ACT 1985**  
**AS AMENDED BY THE LANDLORD AND TENANT ACT 1987**  
**FOR THE YEAR ENDED 31ST DECEMBER 2023**

	(a)	(b)	Sub Total (c) (Column a + b)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.23 (Column c to g)
	£	£	£	£	£	£	£	£
Insurance		592	592	909	(296)			1,205
General Repairs			0					0
Audit fee	(200)	180	(20)				200	180
Managing agent's fee		1,521	1,521					1,521
	(200)	2,293	2,093	909	(296)	0	200	2,906

**Note**

Column (a) are those costs paid in this year but relating to the previous year. (Creditors, Accruals and provisions b/fwd)

Column (b) are those costs paid in the year.

Column (c) are those costs incurred which have been demanded and paid in the year.

Column (d) are those costs paid in the previous year but relating to this year. (Prepayments b/fwd)

Column (e) are those costs paid in the year, but relating to the next period. (Prepayments c/fwd)

Column (f) are those costs incurred where a demand for payment from the suppliers of services etc. had been received by the landlord within the year, but remained unpaid at the year end. (Creditors c/fwd)

Column (g) are those costs incurred where no demand for payment from the suppliers of services etc. has been received by the landlord within the year. (Accruals and Provisions c/fwd)

**QUEEN'S CLUB GARDENS, LONDON W14**

**SERVICE CHARGE BALANCE SHEET**

**AS AT 31 DECEMBER 2023**

	2023	2022
	£	£
<b>CURRENT ASSETS</b>		
Lessee Arrears	24,525	26,653
Excess Service Charge Due - Flats	484,555	1,297,103
Prepayments	153,545	162,957
Sundry Debtors	94,410	39,158
Management Company	403	0
Funds Held By Managing Agents	1,049,539	341,730
	<u>1,806,977</u>	<u>1,867,601</u>
<b>CURRENT LIABILITIES</b>		
Advance Service Charge Receipts	464,402	404,890
Creditors and Accruals	63,760	184,932
Income Tax	2,304	292
Management Company Loan	1,255,000	1,255,000
Sundry Creditors	10,269	14,479
	<u>1,795,735</u>	<u>1,859,593</u>
<b>NET ASSETS</b>	<u>11,242</u>	<u>8,008</u>

**REPRESENTED BY:**

	<b><u>Service Charge Reserve Funds</u></b>			
	2023			2022
	<b>Garages</b>	<b>General</b>	<b>Total</b>	<b>Total</b>
	£	£	£	£
At 1st January	8,008	0	8,008	6,506
Transfer To Reserve In Year	3,234	0	3,234	1,502
At 31st December	<u>11,242</u>	<u>0</u>	<u>11,242</u>	<u>8,008</u>

**QUEEN'S CLUB GARDENS, LONDON W14**

**MANAGING AGENT'S STATEMENT OF INCOME**

**FOR THE YEAR ENDED 31ST DECEMBER 2023**

Rendall and Rittner Limited have earned the following income (incl. VAT) relating to the service charge as a result of our management of Queen's Club Gardens in the year;

	2023	2022
	£	£
Management & Staff Management Fees	194,521	179,415
DBS Checks	0	150
Insurance Arrangement Fee	(11,697)	23,394
Insurance Revaluation Fee (R&R Group Company)	5,580	0
	<u>188,404</u>	<u>202,959</u>

From 1st July 2022, Rendall and Rittner received a commission amount of 10% of the annual Buildings Insurance premium, excluding insurance premium tax. Additionally, Rendall and Rittner Ltd receive a commission for arranging utility procurement and a fee for placing temporary staff cover. The utility commission is based on consumption and not cost."