

QUEEN'S CLUB GARDENS, LONDON W14

SERVICE CHARGE ACCOUNTS

YEAR ENDED 31 DECEMBER 2018

QUEEN'S CLUB GARDENS, LONDON W14

REPORT OF THE ACCOUNTANTS

We have prepared the attached service charge statements for the year ended 31st December 2018, 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 statements 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 2018 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: 12th August 2019

FLATS SERVICE CHARGE ACCOUNT - EXCLUDING GARAGES

YEAR ENDED 31 DECEMBER 2018

	2018 Actual £	2018 Actual £	2018 Budget £	2017 Actual £
ROUTINE EXPENDITURE				
Staff costs:				
Wages, pension, healthcare and life assurance		154,780	220,000	171,522
Rates and service charges - Porters' Flats		12,155	22,000	11,579
Contract staff		81,703	44,000	48,749
Utilities and maintenance		2,117	7,000	7,754
Uniforms and training		990	3,000	1,004
		<u>251,745</u>	<u>296,000</u>	<u>240,608</u>
Estate office and stores:				
Rent, Rates and service charges	6,127		6,000	5,611
Utilities, telephone and facilities	7,783		11,000	11,397
Printing, stationery and sundry	6,586		7,000	7,758
		<u>20,496</u>	<u>24,000</u>	<u>24,766</u>
Contracts, maintenance and services:				
General repairs and sundry property maintenance expenses	32,714		40,000	39,358
Electricity - common parts	22,383		13,000	19,916
Door answerphone system maintenance	12,128		10,000	5,736
Communal TV System	7,186		7,000	7,627
Fire safety	540		20,000	3,394
Insurance	212,538		224,000	176,467
Refuse removal	4,265		3,000	4,147
Window, carpet cleaning, cleaning materials	8,046		7,000	5,792
Pest control	18,471		20,000	18,051
Gardening, repairs, tree pruning and tennis courts	54,975		30,000	30,671
		<u>373,246</u>	<u>374,000</u>	<u>311,159</u>
Fees:				
Audit fee	8,820		9,000	8,820
Health and safety inspections	1,734		4,520	10,485
Legal and professional fees	8,828		8,000	11,062
Managing agent's fee	162,427		162,480	162,427
		<u>181,809</u>	<u>184,000</u>	<u>192,794</u>
Bank interest received less taxation		<u>(1,867)</u>	<u>0</u>	<u>(160)</u>
		<u>825,429</u>	<u>878,000</u>	<u>769,167</u>
Non-annual expenditure				
External Repairs & Redecoration Phase 1 - Contractor	293,304			
External Repairs & Redecoration Phase 1 - Surveyor's Fees	5,339			
External Repairs & Redecoration Phase 1 - Health & Safety Fees	2,201			
External Repairs & Redecoration Phase 2 - Contractor	1,126,084			
External Repairs & Redecoration Phase 2 - Surveyor's Fees	29,367			
External Repairs & Redecoration Phase 2 - Health & Safety Fees	2,481			
External Repairs & Redecoration Phase 3 - Surveyor's Fees	37,043			
Internal Refurbishment Contractor - Provision Written Back	(29,102)			
Dry Rot Works	32,198			
Surveyor's Fees Re Dry Rot	2,091			
Building Control Fees Dry Rot	710			
Treeworks - Central Gardens	19,440			
Damp Investigation/Damp Proofing Works	12,930			
Surveyor's Fees Re Signage	485			
		<u>1,534,571</u>	<u>1,803,000</u>	<u>944,263</u>
TOTAL EXPENDITURE		<u>2,360,000</u>	<u>2,681,000</u>	<u>1,713,430</u>
Transfer (From)/To Reserve Fund		<u>(649,216)</u>	<u>(971,000)</u>	<u>(102,628)</u>
		<u>1,710,784</u>	<u>1,710,000</u>	<u>1,610,802</u>
TV Aerial System Deferred Payment Plan Instalment		<u>0</u>	<u>0</u>	<u>16,948</u>
		<u>1,710,784</u>	<u>1,710,000</u>	<u>1,627,750</u>
Advance Demands		<u>(1,710,784)</u>	<u>(1,627,750)</u>	<u>(1,627,750)</u>
		<u>0</u>	<u>0</u>	<u>0</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 2018

	(a)	(b)	Sub Total (c) (Column a + b)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.18 (Column c to g)
	£	£	£	£	£	£	£	£
Staff costs:								
Wages, pension, healthcare and life assurance	(377)	154,617	154,240	2,138	(1,598)			154,780
Rates and service charges - Porters' Flats		12,169	12,169	987	(1,001)			12,155
Contract staff	(5,321)	78,664	73,343			7,750	610	81,703
Utilities and maintenance	(1,036)	2,351	1,315	298	(305)	74	735	2,117
Uniforms and training		922	922	22		46		990
Estate office and stores:								
Rent, Rates and service charges		6,214	6,214	1,418	(1,505)			6,127
Utilities, telephone and facilities	(417)	7,093	6,676	505	(237)	309	530	7,783
Printing, stationery and sundry	(121)	6,167	6,046	500	(137)		177	6,586
Contracts, maintenance and services:								
General repairs and sundry property maintenance expenses	(4,241)	32,610	28,369			4,345		32,714
Electricity - common parts	(3,781)	22,772	18,991			29	3,363	22,383
Door answerphone system maintenance	(582)	12,710	12,128					12,128
Communal TV System		8,932	8,932		(1,746)			7,186
Fire safety		540	540					540
Insurance		216,091	216,091	102,273	(106,600)	774		212,538
Refuse removal	(648)	4,913	4,265	141	(141)			4,265
Window, carpet cleaning, cleaning materials	(571)	8,054	7,483				563	8,046
Pest control	(1,092)	19,003	17,911	963	(963)		560	18,471
Gardening, repairs, tree pruning and tennis courts	(4,954)	56,830	51,876	272	(273)		3,100	54,975
Fees:								
Audit fee	(8,820)	8,820	0				8,820	8,820
Health and safety inspections		1,734	1,734	1,312	(1,312)			1,734
Legal and professional fees	(3,060)	6,000	2,940			1,118	4,770	8,828
Managing agent's fee		162,427	162,427					162,427
Bank interest received less taxation		(1,867)	(1,867)					(1,867)
Non-annual expenditure								
External Repairs & Redecoration Phase 1 - Contractor	(39,720)	306,210	266,490			26,814		293,304
External Repairs & Redecoration Phase 1 - Surveyor's Fees		5,339	5,339					5,339
External Repairs & Redecoration Phase 1 - Health & Safety Fees		2,201	2,201					2,201
External Repairs & Redecoration Phase 2 - Contractor		961,362	961,362			164,722		1,126,084
External Repairs & Redecoration Phase 2 - Surveyor's Fees		28,638	28,638			729		29,367
External Repairs & Redecoration Phase 2 - Health & Safety Fees		2,481	2,481					2,481
External Repairs & Redecoration Phase 3 - Surveyor's Fees		18,323	18,323			18,720		37,043
Internal Refurbishment Contractor - Provision Written Back		(29,102)	(29,102)					(29,102)
Dry Rot Works	(2,505)	33,939	31,434			764		32,198
Surveyor's Fees Re Dry Rot	(288)	2,379	2,091					2,091
Building Control Fees Dry Rot		710	710					710
Treework		19,440	19,440					19,440
Access Control System - Additional Costs	(720)	720	0					0
Damp Investigation/Damp Proofing Works		8,768	8,768			4,162		12,930
Signage	(913)	913	0					0
Surveyor's Fees Re Signage	(2,127)	2,612	485					485
	(81,294)	2,192,699	2,111,405	110,829	(115,818)	230,356	23,228	2,360,000

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 2018

	2018 Actual £	2018 Budget £	2017 Actual £
Insurance	1,342	1,236	1,124
General Repairs	0	0	768
Audit fee	180	180	180
Managing agent's fee	<u>1,335</u>	<u>1,252</u>	<u>1,335</u>
TOTAL EXPENDITURE	2,857	2,668	3,407
Bank interest received less taxation	(13)		(1)
Transfer From Reserves	<u>(176)</u>		<u>(738)</u>
	2,668		2,668
Advance Demands	<u>(2,668)</u>		<u>(2,668)</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 2018

	(a)	(b)	Sub Total (c) (Column a + b)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.18 (Column c to g)
	£	£	£	£	£	£	£	£
Insurance		1,342	1,342					1,342
Audit fee	(180)	180	0				180	180
Managing agent's fee		1,335	1,335					1,335
	(180)	2,857	2,677	0	0	0	180	2,857

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 2018

	2018		2017
	£	£	£
CURRENT ASSETS			
Lessee Arrears		10,939	14,133
Prepayments		117,174	122,246
Sundry Debtors		17,497	20,327
Funds Held By Managing Agents		729,132	1,332,386
		<u>874,742</u>	<u>1,489,092</u>
CURRENT LIABILITIES			
Advance Service Charge Receipts	159,041		251,785
Creditors and Accruals	275,410		145,132
Income Tax	480		120
Sundry Creditors	<u>32,297</u>		<u>35,149</u>
		<u>467,228</u>	<u>432,186</u>
NET ASSETS		<u>407,514</u>	<u>1,056,906</u>

REPRESENTED BY:

	<u>Service Charge Reserves</u>			
	2018			2017
	Garages	General	Total	Total
	£	£	£	£
Reserves At 1st January	7,623	1,049,283	1,056,906	1,149,224
Income Tax Provision Written Back	0	0	0	11,048
Transfer To Service Charge Funds	<u>(176)</u>	<u>(649,216)</u>	<u>(649,392)</u>	<u>(103,366)</u>
Reserves At 31st December	<u>7,447</u>	<u>400,067</u>	<u>407,514</u>	<u>1,056,906</u>