

QUEEN'S CLUB GARDENS, LONDON W14

SERVICE CHARGE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

QUEEN'S CLUB GARDENS, LONDON W14

REPORT OF THE ACCOUNTANTS

We have prepared the attached service charge accounts for the year ended 31st December 2019, 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 2019 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: 19th November 2020

QUEEN'S CLUB GARDENS, LONDON W14**FLATS SERVICE CHARGE ACCOUNT - EXCLUDING GARAGES****YEAR ENDED 31 DECEMBER 2019**

	2019		2019	2018
	Actual	Actual	Budget	Actual
	£	£	£	£
ROUTINE EXPENDITURE				
Staff costs:				
Wages, pension, healthcare and life assurance		184,606	220,000	154,780
Rates and service charges - Porters' Flats		12,545	14,000	12,155
Contract staff		76,489	40,000	81,703
Utilities and maintenance		8,579	10,000	2,117
Uniforms and training		1,260	9,000	990
		<u>283,479</u>	<u>293,000</u>	<u>251,745</u>
Estate office and stores:				
Rent, Rates and service charges	6,726		8,000	6,127
Utilities, telephone and facilities	8,981		12,000	7,783
Printing, stationery and sundry	8,585		8,000	6,586
		<u>24,292</u>	<u>28,000</u>	<u>20,496</u>
Contracts, maintenance and services:				
General repairs and sundry property maintenance expenses	54,473		35,000	32,714
Electricity - common parts	24,767		23,000	22,383
Door answerphone system maintenance	17,280		6,000	12,128
Communal TV System	7,216		8,000	7,186
Fire safety	5,283		6,000	540
Insurance	217,244		233,000	212,538
Refuse removal	5,227		3,000	4,265
Window, carpet cleaning, cleaning materials	7,610		6,000	8,046
Pest control	20,516		20,000	18,471
Gardening, repairs, tree pruning and tennis courts	59,206		50,000	54,975
		<u>418,822</u>	<u>390,000</u>	<u>373,246</u>
Fees:				
Audit fee	9,240		9,000	8,820
Health and safety inspections	2,058		5,000	1,734
Legal and professional fees	7,890		8,000	8,828
Managing agent's fee	167,000		167,000	162,427
		<u>186,188</u>	<u>189,000</u>	<u>181,809</u>
Bank interest received less taxation				
		<u>(1,507)</u>	<u>0</u>	<u>(1,867)</u>
		911,274	900,000	825,429
Non-annual expenditure				
External Repairs & Redecoration Phase 2 - Contractor	32,185			
External Repairs & Redecoration Phase 2 - Surveyor's Fees	(685)			
External Repairs & Redecoration Phase 2 - Health & Safety Fees	2,529			
External Repairs & Redecoration Phase 3 - Contractor	828,093			
External Repairs & Redecoration Phase 3 - Surveyor's Fees	21,541			
External Repairs & Redecoration Phase 3 - Health & Safety Fees	2,069			
External Repairs & Redecoration Phase 4 - Surveyor's Fees	52,509			
External Repairs & Redecoration Phase 4 - Health & Safety Fees	2,420			
Playfair Balcony Structural Surveyors Report & Monitoring	2,684			
Damp Investigation/Damp Proofing Works	62,728			
Gardening	8,574			
		<u>1,014,647</u>	<u>1,125,000</u>	<u>1,534,571</u>
TOTAL EXPENDITURE		<u>1,925,921</u>	<u>2,025,000</u>	<u>2,360,000</u>
Transfer From Reserve Fund				
		<u>(172,113)</u>	<u>(272,000)</u>	<u>(649,216)</u>
		1,753,808	1,753,000	1,710,784
Advance Demands		<u>(1,753,808)</u>		<u>(1,710,784)</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 2019

	(a)	(b)	Sub Total (c) (Column a + b)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.19 (Column c to g)
	£	£	£	£	£	£	£	£
Staff costs:								
Wages, pension, healthcare and life assurance	(123)	180,756	180,633	1,598		2,110	265	184,606
Rates and service charges - Porters' Flats		16,917	16,917	1,001	(5,373)			12,545
Contract staff	(8,360)	79,444	71,084			4,505	900	76,489
Utilities and maintenance	(809)	8,547	7,738	305	(322)	494	364	8,579
Uniforms and training	(46)	1,244	1,198			62		1,260
Estate office and stores:								
Rent, Rates and service charges		7,060	7,060	1,505	(1,839)			6,726
Utilities, telephone and facilities	(798)	8,904	8,106	237	(136)	667	107	8,981
Printing, stationery and sundry	(163)	8,583	8,420	137	(516)		544	8,585
Contracts, maintenance and services:								
General repairs and sundry property maintenance expenses	(4,345)	56,576	52,231			176	2,066	54,473
Electricity - common parts	(3,392)	25,023	21,631			1,252	1,884	24,767
Door answerphone system maintenance		17,280	17,280					17,280
Communal TV System		5,470	5,470	1,746				7,216
Fire safety		5,283	5,283					5,283
Insurance	(774)	219,828	219,054	106,600	(108,410)			217,244
Refuse removal		5,239	5,239	141	(153)			5,227
Window, carpet cleaning, cleaning materials	(563)	7,608	7,043			567	0	7,610
Pest control	(560)	18,175	17,615	963	0		1,938	20,516
Gardening, repairs, tree pruning and tennis courts	(3,100)	62,126	59,026	273	(276)		183	59,206
Fees:								
Audit fee	(8,820)	8,820	0				9,240	9,240
Health and safety inspections		2,058	2,058	1,312	(1,312)			2,058
Legal and professional fees	(5,888)	11,288	5,400				2,490	7,890
Managing agent's fee		162,427	162,427				4,573	167,000
Bank interest received less taxation		(1,507)	(1,507)					(1,507)
Non-annual expenditure								
External Repairs & Redecoration Phase 1 - Contractor	(26,814)	26,814	0					0
External Repairs & Redecoration Phase 2 - Contractor	(164,722)	196,907	32,185					32,185
External Repairs & Redecoration Phase 2 - Surveyor's Fees	(729)	44	(685)					(685)
External Repairs & Redecoration Phase 2 - Health & Safety Fees		2,529	2,529					2,529
External Repairs & Redecoration Phase 3 - Contractor		786,866	786,866			41,227		828,093
External Repairs & Redecoration Phase 3 - Surveyor's Fees	(18,720)	40,261	21,541					21,541
External Repairs & Redecoration Phase 3 - Health & Safety Fees		2,069	2,069					2,069
External Repairs & Redecoration Phase 4 - Surveyor's Fees		52,509	52,509					52,509
External Repairs & Redecoration Phase 4 - Health & Safety Fees		2,420	2,420					2,420
Playfair Balcony Structural Surveyors Report & Monitoring		2,684	2,684					2,684
Dry Rot Works	(754)	764	0					0
Internal Redecorations	(4,151)	4,151	0					0
Damp Investigation/Damp Proofing Works		62,728	62,728					62,728
Gardening		3,700	3,700			4,874		8,574
	(253,641)	2,101,593	1,847,952	115,818	(118,337)	55,934	24,554	1,925,921

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 2019

	2019 Actual £	2019 Budget £	2018 Actual £
Insurance	1,390	1,700	1,342
General Repairs	1,512	752	0
Audit fee	180	180	180
Managing agent's fee	<u>1,368</u>	<u>1,368</u>	<u>1,335</u>
TOTAL EXPENDITURE	4,450	4,000	2,857
Bank interest received less taxation	(10)		(13)
Transfer From Reserves	<u>(440)</u> 4,000		<u>(176)</u> 2,668
Advance Demands	<u>(4,000)</u> <u>0</u>		<u>(2,668)</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 2019

	(a)	(b)	Sub Total (c)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.19 (Column c to g)
	£	£	£	£	£	£	£	£
Insurance		1,399	1,399	827	(836)			1,390
General Repairs		1,512	1,512					1,512
Audit fee	(180)	180	0				180	180
Managing agent's fee		1,335	1,335				33	1,368
	(180)	4,426	4,246	827	(836)	0	213	4,450

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 2019

	2019	2018
	£	£
CURRENT ASSETS		
Lessee Arrears	6,453	10,939
Prepayments	123,107	117,174
Sundry Debtors	16,992	17,497
Funds Held By Managing Agents	449,077	729,132
	<u>595,629</u>	<u>874,742</u>
CURRENT LIABILITIES		
Advance Service Charge Receipts	221,559	159,041
Creditors and Accruals	109,378	275,410
Income Tax	280	480
Sundry Creditors	29,451	32,297
	<u>360,668</u>	<u>467,228</u>
NET ASSETS	<u>234,961</u>	<u>407,514</u>

REPRESENTED BY:

	Service Charge Reserves			
	2019			2018
	Garages	General	Total	Total
	£	£	£	£
Reserves At 1st January	7,447	400,067	407,514	1,056,906
Transfer To Service Charge Funds	(440)	(172,113)	(172,553)	(649,392)
Reserves At 31st December	<u>7,007</u>	<u>227,954</u>	<u>234,961</u>	<u>407,514</u>