

QUEEN'S CLUB GARDENS, LONDON W14

SERVICE CHARGE ACCOUNTS

YEAR ENDED 31 DECEMBER 2022

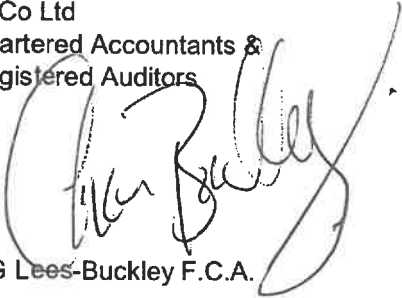
QUEEN'S CLUB GARDENS, LONDON W14

REPORT OF THE ACCOUNTANTS

We have prepared the attached service charge accounts for the year ended 31st December 2022, 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 2022 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: 21st September 2023

QUEEN'S CLUB GARDENS, LONDON W14**FLATS SERVICE CHARGE ACCOUNT - EXCLUDING GARAGES****YEAR ENDED 31 DECEMBER 2022**

	2022		2022	2021
	Actual	Actual	Budget	Actual
	£	£	£	£
ROUTINE EXPENDITURE				
Staff costs:				
Wages, pension, healthcare and life assurance		206,064	205,000	188,677
Rates and service charges - Porters' Flats		14,435	21,000	13,547
Contract staff		75,379	60,000	72,914
Utilities and maintenance		8,997	0	6,435
Uniforms and training		843	3,000	783
		<u>305,718</u>	<u>289,000</u>	<u>282,356</u>
Estate office and stores:				
Rent, Rates and service charges	7,173		4,000	10,989
Utilities, Maintenance & Cleaning	951		1,000	638
Telephone, Printing, stationery and sundry	14,519		16,000	13,963
		<u>22,643</u>	<u>21,000</u>	<u>25,590</u>
Contracts, maintenance and services:				
General repairs and sundry property maintenance expenses	45,306		45,000	47,175
Sundry	3,205		0	0
Electricity - common parts	61,488		50,000	30,767
Door answerphone system maintenance	13,133		14,000	18,667
Communal TV System	8,073		8,000	9,802
Fire safety	0		6,000	4,602
Insurance	299,541		343,000	271,452
Managing agent's Insurance Arrangement fee	23,394		0	19,983
Refuse removal	5,544		6,000	5,636
Window, carpet cleaning, cleaning materials	2,411		6,000	2,668
Pest control	18,705		22,000	18,668
Gardening, repairs, tree pruning and tennis courts	67,965		60,000	59,115
		<u>548,765</u>	<u>560,000</u>	<u>488,535</u>
Fees:				
Audit fee	9,960		11,000	9,450
Health and safety inspections	1,494		5,000	9,916
Legal and professional fees	7,468		8,000	22,180
Managing agent's fee	178,000		178,000	173,000
		<u>196,922</u>	<u>202,000</u>	<u>214,546</u>
Bank interest received less taxation				
		<u>(1,143)</u>	<u>0</u>	<u>0</u>
		1,072,905	1,072,000	1,011,027
Non-annual expenditure				
External Repairs & Redecoration Phase 5 - Contractor	27,451			
External Repairs & Redecoration Phase 5 - Surveyor's Fees	4,741			
External Repairs & Redecoration Phase 6 - Contractor	1,339,057			
External Repairs & Redecoration Phase 6 - Surveyor's Fees	37,834			
Internal Redecoration 2016 - 2022 - Surveyors Fees	11,400			
Damp Investigation/Damp Proofing Works & Fees	48,675			
		<u>1,469,158</u>	<u>882,000</u>	<u>1,242,527</u>
TOTAL EXPENDITURE		<u>2,542,063</u>	<u>1,954,000</u>	<u>2,253,554</u>
Advance Demands		<u>(1,954,897)</u>		<u>(1,870,860)</u>
Excess Service Charge Due		<u>587,166</u>		<u>382,694</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 2022

	(a)	(b)	Sub Total (c) (Column a + b)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.22 (Column c to g)
	£	£	£	£	£	£	£	£
Staff costs:								
Wages, pension, healthcare and life assurance	(1,260)	207,503	206,243	1,682	(1,861)			206,064
Rates and service charges - Porters' Flats		14,466	14,466	1,171	(1,202)			14,435
Contract staff	(10,784)	77,169	66,385			8,994		75,379
Utilities and maintenance	(1,333)	7,485	6,152				2,845	8,997
Uniforms and training	(31)	790	759			84		843
Estate office and stores:								
Rent, Rates and service charges		2,837	2,837				4,336	7,173
Utilities, Maintenance & Cleaning	(404)	982	578				373	951
Telephone, Printing, stationery and sundry	(1,192)	13,164	11,972	915	(344)	1,282	694	14,519
Contracts, maintenance and services:								
General repairs and sundry property maintenance expenses	(4,332)	42,535	38,203			5,201	1,902	45,306
Sundry		1,576	1,576			1,629		3,205
Electricity - common parts	(7,434)	61,609	54,175				7,313	61,488
Door answerphone system maintenance		12,527	12,527	226	(226)	204	402	13,133
Communal TV System		8,219	8,219	1,863	(2,009)			8,073
Insurance		315,430	315,430	139,923	(155,812)			299,541
Managing agent's Insurance Arrangement fee			0	11,697			11,697	23,394
Refuse removal	(475)	4,796	4,321		(162)	1,385		5,544
Window, carpet cleaning, cleaning materials		2,411	2,411					2,411
Pest control	(180)	14,284	14,104	1,809		2,792		18,705
Gardening, repairs, tree pruning and tennis courts	(3,850)	61,067	57,217	72	(76)	8,932	1,820	67,965
Fees:								
Audit fee	(9,450)	9,450	0				9,960	9,960
Health and safety inspections		1,494	1,494					1,494
Legal and professional fees	(12,162)	15,340	3,178			4,290		7,468
Managing agent's fee		178,000	178,000					178,000
Bank interest received less taxation		(1,143)	(1,143)					(1,143)
Non-annual expenditure								
External Repairs & Redecoration Phase 4 - Contractor	(33,637)	33,637	0					0
External Repairs & Redecoration Phase 5 - Contractor	(48,445)	75,896	27,451					27,451
External Repairs & Redecoration Phase 5 - Surveyor's Fees		4,741	4,741					4,741
External Repairs & Redecoration Phase 6 - Contractor		1,252,554	1,252,554			19,550	66,953	1,339,057
External Repairs & Redecoration Phase 6 - Surveyor's Fees		37,299	37,299			535		37,834
Internal Redecoration 2016 - 2022 - Surveyors Fees		11,400	11,400					11,400
Damp Investigation/Damp Proofing Works & Fees		42,372	42,372			6,303		48,675
	(134,969)	2,509,890	2,374,921	159,358	(161,692)	61,181	108,295	2,542,063

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 2022

	2022 Actual £	2022 Budget £	2021 Actual £
Insurance	2,091	2,000	2,273
General Repairs	816	2,395	696
Audit fee	200	190	190
Managing agent's fee	1,415	1,415	1,415
TOTAL EXPENDITURE	<u>4,522</u>	<u>6,000</u>	<u>4,574</u>
Bank interest received less taxation	(24)		0
Transfer To Reserves	<u>1,502</u> 6,000		<u>1,426</u> 6,000
Advance Demands	<u>(6,000)</u> <u>0</u>		<u>(6,000)</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 2022

	(a)	(b)	Sub Total (c) (Column a + b)	(d)	(e)	(f)	(g)	Total For Year Ended 31.12.22 (Column c to g)
	£	£	£	£	£	£	£	£
Insurance		1,833	1,833	1,167	(909)			2,091
General Repairs		816	816					816
Audit fee	(190)	190	0				200	200
Managing agent's fee		1,415	1,415					1,415
	<u>(190)</u>	<u>4,254</u>	<u>4,064</u>	<u>1,167</u>	<u>(909)</u>	<u>0</u>	<u>200</u>	<u>4,522</u>

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 2022

	2022		2021
	£	£	£
CURRENT ASSETS			
Lessee Arrears		26,653	19,986
Excess Service Charge Due - Flats		1,297,103	709,937
Prepayments		162,957	160,527
Sundry Debtors		39,158	36,229
Funds Held By Managing Agents		341,730	349,168
		<u>1,867,601</u>	<u>1,275,847</u>
CURRENT LIABILITIES			
Advance Service Charge Receipts	404,890		344,780
Creditors and Accruals	184,932		167,291
Income Tax	292		1
Management Company Loan	1,255,000		740,000
Sundry Creditors	14,479		17,269
		<u>1,859,593</u>	<u>1,269,341</u>
NET ASSETS		<u>8,008</u>	<u>6,506</u>

REPRESENTED BY:

	<u>Service Charge Reserve Funds</u>			2021
	2022			Total
	Garages	General	Total	£
	£	£	£	
At 1st January	6,506	0	6,506	5,080
Transfer To Reserve In Year	1,502	0	1,502	1,426
At 31st December	<u>8,008</u>	<u>0</u>	<u>8,008</u>	<u>6,506</u>

QUEEN'S CLUB GARDENS, LONDON W14

MANAGING AGENT'S STATEMENT OF INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2022

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;

	2022	2021
	£	£
Management Fees	172,215	167,215
Staff Management Fees	7,200	7,200
DBS Checks	150	150
Insurance Arrangement Fee	23,394	19,983
	<u>202,959</u>	<u>194,548</u>

Commission payments were received by Rendall and Rittner Limited from the following external contractors, Temporary Staffing Solutions for the supply of temporary staff and staff placement fees and Ecotricity for utility contracts placed with them.