

North Lane (Aldershot) Management Company Ltd

Service Charge Accounts

31 December 2018

North Lane (Aldershot) Management Company Ltd
Service charge accounts
Contents

	Page
Management company information	1
Management company directors report	2-3
Accountants report	4
Income and Expenditure account	5
Service charge balance sheet	6
Notes to the service charge accounts	7-8
Detailed schedule to the income and expenditure account	9-10

**North Lane (Aldershot) Management Company Ltd
Management Company Information**

Directors

Dr J G Koenigsberger

Dr A De Lecq Legresley

Mr S J Smalley

Miss S McCaul

Mr S Daniel

Mr C R West

Miss S E Eismont - Terminated 9th May 2018

Mrs V K Ingram - Terminated 9th May 2018

Mr C O J Williams

Secretary

itsyourplace Ltd

Managing Agents

itsyourplace Ltd

Victoria House

178-180 Fleet Road

Fleet

Hampshire

GU51 4DA

Accountants

Branston Adams Chartered Certified Accountants

Suite 2

Victoria House

South Street

Farnham

Surrey

GU9 7QU

Registered office

Victoria House

178-180 Fleet Road

Fleet

Hampshire

GU51 4DA

North Lane (Aldershot) Management Company Ltd

Directors Report

The directors present their report and accounts for the year ended 31 December 2018.

Principle activities

The company's principle activity during the year continued to be that of acting as trustees of a statutory trust in respect of service charge monies collected for the maintenance of a residents association for North Lane (Aldershot) Management Company Ltd.

Directors

The following persons served as directors during the year:

Dr J G Koenigsberger

Dr A De Lecq Legresley

Mr S J Smalley

Miss S McCaul

Mr S Daniel

Mr C O J Williams

Mr C R West

Miss S E Eismont - Terminated 9th May 2018

Mrs V K Ingram - Terminated 9th May 2018

Financial Reporting

The management company is duly registered at Companies House as a private company limited by guarantee.

The company is considered to be dormant and non-trading and acts as a trustee to deal with the service charges due from:

Badger Way
Fawn Drive
Fox Court
Otter Close
Squirrel Court
Vixen Drive
Woodland Walk

Disclosure of costs as required by the Law and Property Act

	£
A) Costs in respect of which no demand for payment was received during the year	6,992
B) Costs in respect of which a demand for payment was received but no payment made prior to the end of the year	2,848
C) Costs in respect of which a demand for payment was received and payment was made prior to the end of the year	126,631
Total	<u><u>136,471</u></u>

North Lane (Aldershot) Management Company Ltd
Directors Report

Statement of Directors Responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law require the directors to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

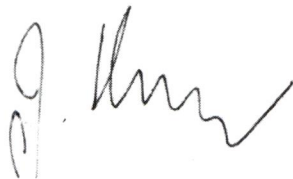
The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that they are also reasonable for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Managing Agents

The managing agents continue to be ItsyourplaceLtd. Management fees payable in the year to 31 December 2018 totalled £36,096 (2017: £36,096)

On Behalf of the Board

This report has been prepared in accordance with the provisions of The Financial Reporting Standards for Smaller Entities.



.....

Dr J G Koenigsberger

North Lane (Aldershot) Management Company Ltd
Chartered Certified Accountants Report

Independent Accountant's report to North Lane (Aldershot) Management Company Ltd

You have stated that an audit of the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the lease for North Lane (Aldershot) Management Company Ltd. In accordance with our engagement letter dated 7 January 2016 we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 5 to 10 in respect of North Lane (Aldershot) Management Company Ltd for the year ended 31 December 2018 in order to provide a report of factual findings about the service charge accounts that you have issued.

Basis of Report

Our work was carried out having regard to Technical release 03/11 'Residential Service Charge Accounts' published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedure 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 the service charge monies for North Lane (Aldershot) Management Company shown on page 6 of the service charge accounts agreed or reconciled to the bank statements for the accounts in which the funds are held.

Because the above procedure do not constitute either an audit or a review in accordance with the 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 findings set out below.

Had we performed additional procedures or had we performed an audit or review of the service charge accounts in accordance with the 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.

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 6 of the service charge accounts agrees or reconciles to the bank statement for the accounts in which the funds are held.



Branston Adams Chartered Certified Accountants
Suite 2 Victoria House
South Street
Farnham
Surrey
GU9 7QU

**North Lane (Aldershot) Management Company
Income and Expenditure Account
for the year ended 31 December 2018**

	Notes	2018	2017
		£	£
Income	1	185,854	176,538
Expenditure		(136,471)	(133,555)
Surplus of income over expenses		<u>49,383</u>	<u>42,983</u>
Net position before transfer to Reserves		49,383	42,983

An analysis of expenditure by schedule is shown on pages 9-10

North Lane (Aldershot) Management Company
Balance Sheet
for the year ended 31 December 2018

	Notes	2018	2017
		£	£
Current Assets			
Service charges due from tenants	2	7,043	9,968
Prepaid ground rent	2/5	16,744	16,744
Prepaid insurance	2	5,188	4,724
Cash at bank and in hand	3	235,031	194,055
		<u>264,006</u>	<u>225,491</u>
Creditors: amounts falling due within one year			
	4	(41,012)	(34,672)
Net current assets		<u>222,994</u>	<u>190,819</u>
Net assets		<u>222,994</u>	<u>190,819</u>
Reserves			
General reserve brought forward	6	190,819	173,727
Income & expenditure reserve		32,175	17,092
Total reserves at 31 December 2018		<u>222,994</u>	<u>190,819</u>



.....
 Dr J G Koenigsberger – Director
 North Lane (Aldershot) Management Company

North Lane (Aldershot) Management Company
Notes to the Accounts

1. Accounting Policies

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Income

Income represents the value, of service charges due from residents during the period. Where residents pay in advance charges are shown under creditors. Where residents are late paying the service charges these are shown under debtors.

Service charge bank account

All service charge monies are kept in a designated bank account with Barclays Bank.

Financial Reporting

The management company holds the service charges on trust on behalf of the residents. It appoints a professional management company to deal with the day to day management. The company does not report the service charge income as part of its own income and expenditure but accounts for it separately. The management company holds the cash resources in a separate designated client account.

Reserves Policy

A General Reserve is maintained in order to provide sufficient provision for emergency and dilapidations. The Directors review this provision on an annual basis. Any excess of income over expenditure at the end of the financial year is transferred to the General Reserve.

2. Debtors	2018	2017
	£	£
Service charges in arrears	7,043	9,968
Prepaid ground rent (2019)	16,744	16,744
Prepaid insurance	5,188	4,724
	<u>28,975</u>	<u>31,436</u>
3. Bank balances held	2018	2017
	£	£
Current account	235,031	194,055
	<u>235,031</u>	<u>194,055</u>
4. Creditors: amounts falling due within one year	2018	2017
	£	£
Trade creditors	2,848	2,415
Accruals	6,992	1,200
Service charges paid in advance	31,172	30,545
Other creditors	-	512
	<u>41,012</u>	<u>34,672</u>

North Lane (Aldershot) Management Company
Notes to the Accounts

5. Ground rent

Ground rent totalling £16,744 was prepaid in relation to the 2019 year. This amount has therefore been included under 'Debtors' on page 7.

6. Reserves for future expenditure

2018

Opening reserve	190,819
Contribution to reserve	38,300
Interest and other income	1,453
Major works reserve fund cost	(17,208)
Variance on income and expenses in the year surplus/(deficit)	9,630
Closing reserve	<u>222,994</u>

7. Analysis of reserves for future expenditure

Estate costs

Opening reserve	47,965
Contribution to reserve	10,000
Interest and other income	1,453
Major works reserve fund cost	(17,208)
Variance on income and expenses in the year surplus/(deficit)	5,914
Closing reserve	<u>48,124</u>

Flat costs

Opening reserve	133,266
Contribution to reserve	27,000
Variance on income and expenses in the year surplus/(deficit)	3,754
Closing reserve	<u>164,020</u>

Flat with private entrance and garage

Opening reserve	9,588
Contribution to reserve	1,300
Variance on income and expenses in the year surplus/(deficit)	(38)
Closing reserve	<u>10,850</u>

North Lane (Aldershot) Management Company
Detailed Schedule to the Income and Expenditure Account
for the year ended 31 December 2018

	Budget	2018	2017
	£	£	£
Income			
Service Charges Levied		167,657	159,568
Ground Rent Collected		16,744	16,744
Interest & Other Income Received		1,453	226
		<u>185,854</u>	<u>176,538</u>
Expenditure			
Estate costs			
Website	200	193	148
Insurance - Directors	500	342	327
Postage & Delivery	1,600	981	809
Companies House	13	13	13
Legal & Professional Fees	800	(273)	1,042
Accountancy	1,200	1,200	1,200
Management Fee	19,224	19,224	19,224
General Repairs - Estate	3,000	1,094	612
Gardens & Grounds Maintenance - Contract	26,703	23,530	23,560
Gardens & Grounds Maintenance – Repairs/Miscellaneous	3,800	6,090	2,893
Woodland Preservation	1,200	1,100	1,500
Miscellaneous Expenses	200	50	50
Refuse Collection	500	-	-
Electricity	500	-	-
	<u>59,440</u>	<u>53,544</u>	<u>50,866</u>
Flat costs			
Insurance - Buildings	17,024	17,244	15,754
Management Fee	15,624	15,624	15,624
Surveyor / Professional Fees	-	1,500	-
Repairs & Maintenance	5,000	1,565	1,614
TV Aerial / Satellite Repairs	300	-	255
Health and Safety	500	-	-
Pest Control	200	310	-
Communal Area Cleaning	13,750	12,750	17,445
Window Cleaning	3,840	3,840	3,768
Bin Cleaning	1,008	1,017	1,008
Refuse Collection	500	820	606
Guttering Cleaning	-	1,752	-
Electrical & Fire Testing	2,400	2,600	2,472
Electrical Repairs	3,000	638	1,434
Electricity	2,500	2,232	1,937
	<u>65,647</u>	<u>61,892</u>	<u>61,917</u>

North Lane (Aldershot) Management Company
Detailed Schedule to the Income and Expenditure Account
for the year ended 31 December 2018

	Budget	2018	2017
	£	£	£
Flat with Private Ent			
Insurance - Buildings	2,405	2,435	2,225
Management Fee	1,248	1,248	1,248
	<u>3,653</u>	<u>3,683</u>	<u>3,473</u>
Garage			
Insurance - Buildings	600	608	555
	<u>600</u>	<u>608</u>	<u>555</u>
Ground Rent			
Ground Rent Payable		16,744	16,744
		<u>16,744</u>	<u>16,744</u>
Total Expenditure Excluding Contribution To Reserves		<u>136,471</u>	<u>133,555</u>