DEACON HOUSE (LITTLETON ROAD) MANAGEMENT LIMITED

COMPANY NUMBER: 07810678

SERVICE CHARGE ACCOUNTS

YEAR ENDED 31.12.17

Prepared by

MJ GOLZ & COMPANY
Chartered Accountants

146 College Road
Harrow
HA1 1BH

DEACON HOUSE (LITTLETON ROAD) MANAGEMENT COMPANY LTD

FOR THE YEAR ENDED 31 DECEMBER 2017

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DEACON HOUSE (LITTLETON ROAD) MANAGEMENT COMPANY LTD

FOR THE YEAR ENDED 31 DECEMBER 2017

Property Address	Deacon House 16-18 Littleton Road Ashford Middlesex TW15 1UQ
Registered Office	Odeon House 146 College Road Harrow Middlesex HA1 1BH
Company Number	07810678 (England and Wales)
Directors	Mr R J Ford

DEACON HOUSE (LITTLETON ROAD) MANAGEMENT COMPANY LTD

Independent Accountant's review report of factual findings to the Managing Agents of Deacon House (Littleton Road) Management Company Ltdfor the year ended 31 December 2017

To David Charles Property Consultants Limited, Managing Agents of Deacon House (Littleton Road) Management Company Ltd.

We have reviewed the statement of service charge expenditure for the above property and notes for the year ended 31 December 2017, set out on pages 3 to 4. The statement of service charge expenditure has been prepared by the Managing Agents in accordance with guidance issued by the RICS in the Code of Practice, Service Charges in Commercial Property, Third edition.

MANAGER'S RESPONSIBILITY FOR THE STATEMENT OF SERVICE CHARGE EXPENDITURE

The Managing Agent is responsible for the preparation of the statement of service charge expenditure and for such internal control as the Managing Agent determines is necessary to enable the preparation of the statements that are free from material misstatement, whether due to fraud or error.

REPORTING ACCOUNTANT'S RESPONSIBILITY

Our responsibility is to express a conclusion on the statement of service charge expenditure based on the procedures we have performed and evidence we have obtained. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400, Engagements to Review Historical Financial Statements (Revised), ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the statement of service charge expenditure taken as a whole, is not prepared in all material respects in accordance with the provisions of the Code of practice 'Service Charges in commercial property' issued by the RICS, ISRE 2400 (Revised) also requires us to comply with the relevant ethical requirements.

A review of a statement of service charge expenditure in accordance with ISRE 2400 (Revised) is a limited assurance engagement. The reporting accountant performs procedures, primarily consisting of making enquiries of management and others responsible for the services that comprise the service charge on this property, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures do not include review of the allocation or apportionment of service charge expenditure to occupiers.

The procedures performed in a review are substantially less that those performed in an audit conducted in accordance with International Standards on Auditing. Accordingly, we do not express an audit opinion on the statement of service charge expenditure.

CONCLUSION

Based upon the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the statement of service charge expenditure is not prepared, in all material respects, in accordance with the provisions of the Code of practice.

BASIS OF ACCOUNTING AND RESTRICTION ON DISTRIBUTION AND USE

Our report is made in accordance with the terms of our engagement and is intended solely for the Managing Agent for issue to current leaseholders (and the owner). This report should not be distributed to or used by other parties. Our work has been undertaken to enable us to make this report to the Managing Agent and for no other purpose. To the fullest extent permitted by law, we do accept or assume responsibility or liability to anyone other than the Managing Agent in connection with the report or this engagement.

M J Golz & Company
Odeon House
146 College Road
Harrow HA1 1BH

Chartered Accountants

Dated

DEACON HOUSE (LITTLETON ROAD) MANAGEMENT COMPANY LTD

BALANCE SHEET AS AT 31 DECEMBER 2017

		2017		2016
Current Assets				
Cash at Bank - Service Charges	4296		*3306*	
Cash at Bank - Reserve/Sinking Fund	5510	9806	*4504*	7810
Prepayments		250		331
Total Current Assets		*10056*		*8141*
Current Liabilities				
Service charges in advance	3313		*3300*	
Accruals	350		*350*	
Total Current Liabilities		*3663*		*3650*
Net Assets	**£**	6393	**£**	*4491*
Represented by				
Service Charge Reserves 1 January 2017		4491		*4287*
Surplus for Year		*1902*		*204*
Reserves/Deficit carried forward	**£**	6393	**£**	*4491*

The financial statement were approved by the Managing Agent on 23/2/18 and were signed on behalf of the managing Agent by:

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for and on behalf of David Charles Property Consultants Limited

R J Ford

Mr R J Ford - Director

DEACON HOUSE (LITTLETON ROAD) MANAGEMENT COMPANY LTD

FOR THE YEAR ENDED 31 DECEMBER 2017

		2017		2016
Income				
Service Charges		11550		*10850*
Expenses Recharged		210		*0*
Interest Received (net of tax)		10		*9*
TOTAL INCOME		*11770*		*10859*
Expenditure				
Accountancy	350		*350*	
Bin and Rubbish Clearance	124		*338*	
Cleaning	1009		*917*	
Electricity	416		*427*	
Garden Maintenance	1674		*1638*	
Garden Expenses	0		*30*	
General Maintenance	1084		*1491*	
Health and Safety Inspections	733		*842*	
Insurance	2197		*2392*	
Company Secretarial Fees	70		*70*	
Management fees	2045		*2045*	
Out of Hours	25		*25*	
Water Charges	141		*90*	
TOTAL EXPENSES		*9868*		*10655*
Excess Income over Expenditure		£ 1902		£ 204