

SERVICE CHARGE ACCOUNTS

DRAYCOTT HOUSE MANAGEMENT COMPANY LTD

YEAR ENDED 31 DECEMBER 2017

M J GOLZ & COMPANY

**Chartered Accountants
Odeon House
146 College Road,
Harrow, Middlesex HA1 1BH**

DRAYCOTT HOUSE MANAGEMENT COMPANY LTD

FOR THE YEAR ENDED 31 DECEMBER 2017

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DRAYCOTT HOUSE MANAGEMENT COMPANY LTD

FOR THE YEAR ENDED 31 DECEMBER 2017

Property Address	Draycott House 64 Penn Road Beaconsfield, Bucks HP9 2LS
Registered Office	Odeon House 146 College Road Harrow Middlesex HA1 1BH
Company Number	05441968 (England and Wales)
Directors	Mr M Hearn

DRAYCOTT HOUSE MANAGEMENT COMPANY LTD

Independent Accountant's review report of factual findings to the Managing Agents of Draycott House Management Company for the year ended 31 December 2017

To David Charles Property Consultants Limited, Managing Agents of Draycott House 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 than 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 not 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

DRAYCOTT HOUSE MANAGEMENT COMPANY LTD

BALANCE SHEET AS AT 31 DECEMBER 2017

	2017	2016
Current Assets		
Cash at Bank - Service Charges	6235	8964
Cash at Bank - Reserve/Sinking Fund	22039	17016
Prepayments	1482	1185
Service Charge due	0	5100
Total Current Assets	29756	32265
 Current Liabilities		
Service charges in advance	3200	9300
Accruals	3006	957
Total Current Liabilities	6206	10257
 Net Assets	£ 23550	£ 22008
Represented by		
Service Charge Reserves 1 January 2017	22007	15137
Excess Income over Expenditure	1543	6870
Reserves carried forward	£ 23550	£ 22007

The financial statement were approved by the Managing Agent on...2.3.18.....and were signed on behalf of the managing Agent by:

CAH
.....
for and on behalf of David Charles Property Consultants Limited

M. Hearn
.....
Mr M Hearn - Director

DRAYCOTT HOUSE MANAGEMENT COMPANY LTD

FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
Income		
Service Charges	40000	40000
Sundry Receipts	84	0
Water and Sewage Charges	2504	2918
Interest Received	34	29
TOTAL INCOME	<u>42622</u>	<u>42947</u>
Expenditure		
Accountancy	450	480
Cleaning	3046	3020
Electricity	4639	2496
Fire Safety	264	766
Garden Maintenance	4380	6140
Gate Maintenance	810	714
General Maintenance	2899	4802
Insurance	2667	3030
Lift Maintenance	7845	3748
Lift Telephone	1402	1234
Management Fees	3600	3600
Out of Hours Cover	36	36
Statutory Costs	70	72
Pumps	3357	828
Water Charges	2712	2209
Water Treatment	1152	1152
Window Cleaning	1750	1750
TOTAL EXPENSES	<u>41079</u>	<u>36077</u>
Excess Income over Expenditure	<u>£ 1543</u>	<u>£ 6870</u>