

Mitre House

124 Kings Road, London SW3

Service Charge Account

For The Year Ended 31 December 2014

Mitre House

124 Kings Road, London SW3

Landlord

Mitre House Management Limited
c/o Pemberton Professionals Limited
Peterden House
1A Leighton Road
West Ealing
London W13 9EL

Managing Agents

Mitre House Management Limited
c/o 7 Mitre House
124 Kings Road
London SW3 4TP

Accountants

Pemberton Professionals Limited
Chartered Certified Accountants
1A Leighton Road
West Ealing
London W13 9EL

Mitre House

124 Kings Road, London SW3

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Mitre House

Report of the Accountants to the Directors of

Mitre House

We have compiled the financial statements based on the records maintained by Mitre House in relation to the expenditure incurred and estimates of liabilities to be incurred in respect of the Maintenance and Management of Mitre House SW3 for the year ended 31 December 2014.

Based on the information and explanations supplied, the expenditure shown on the attached schedule amounting to £25,153 is chargeable in respect of Mitre House SW3 for the year ended 31 December 2014

Pemberton Professionals Limited
Chartered Certified Accountants
Peterden House
1A Leighton Road
West Ealing
London W13 9EL

Date: 30 May 2015

Mitre House
124 Kings Road, London SW3
Service Charge Account
Statement of Expenditure On Provision Of Services
For The Year Ended 31 December 2014

	2014		2013	
	£	£	£	£
Cleaning contract		2,571		2,290
Electricity – common parts		235		124
General repairs				
External repairs – minor	-		62	
Locks, keys & door repairs	-		-	
Plumbing repairs	-		-	
Electrical work & repairs	-		216	
Internals repairs – minor	-		<u>110</u>	
		-		388
Door entry system		239		233
Drain cleaning & maintenance		257		130
Fire equipment maintenance		-		-
Insurance building & engineering		2,302		1,863
Lift maintenance & repairs		2,764		2,163
Lift telephone		281		266
Sundries				
Light bulbs	-		-	
Other items	<u>39</u>		<u>87</u>	
		39		87
Postage & shipping		-		-
Bank charges		197		74
Accounting fees		695		825
Professional fees		540		100
Managing agent fees		<u>4,320</u>		<u>4,320</u>
Service charge expenditure		14,440		12,863
Landlord & tenant Act interest		<u>(87)</u>		<u>(89)</u>
		14,353		12,774
Transfer to reserves		10,800		10,361
		25,153		23,135
Miscellaneous Major works				
Additional reserves utilised		(12,858)		
Contribution by Lessee		12,858		
Major works				
Additional reserves utilised		(18,000)		
Contribution by Lessee		18,000		
Surplus refunded		-		4,826
Reserves utilised		(105,877)		(4,826)
Contribution by Lessee		<u>105,877</u>		<u>-</u>
Total expenditure		<u>25,153</u>		<u>23,135</u>

Mitre House
124 Kings Road, London SW3
Service Charge Account
Statement of Expenditure On Provision Of Services
For The Year Ended 31 December 2014

Notes:

The interim service charge and reserve fund demanded for the period ended 31 December 2014 amounted to £23,400. Accordingly there is a deficit of £1,753 due from the lessees (£194.78 per Lessee).

We hereby certify that the sum of £25,153 is the total expenditure for the year ended 31 December 2014 in accordance with the provisions of the leases relating to Mitre House.

A special additional contribution to reserves of £2,000 per lessee was agreed, requested and paid totalling to £18,000.

Another special additional contribution to reserves of £1,428.67 per lessees was agreed, requested and paid totalling to £12,858 for new mains water tank and communal television/sky+.

Reserves utilised amounting to £105,877 against the agreed works (exterior and interior) was budgeted at £105,019 and was set in the agreed section 20 notice dated 22 June 2014.

The year-end 2013 surplus of £1,188 due back to Lessees (approximately £132 each) was not refunded in 2014 and this has been offset against the year-end 2014 deficit of £1,753. The result is a deficit of £565 (approximately £62.77) still due from each Lessee and this will be absorbed by the reserves.

Mitre House
124 Kings Road, London SW3
Balance Sheet As At 31 December 2014

	Notes	2014		2013	
	4	£	£	£	£
CURRENT ASSETS					
Due from lessees, less amounts Demanded in advance		-		-	
Other debtors		-		-	
Prepayments		-		-	
Trade debtors		4,563		443	
Cash at bank		<u>21,105</u>		<u>96,047</u>	
			25,668		96,490
CURRENT LIABILITIES					
Due to lessees, amounts received In Advance					
Due to lessees year end surplus Brought forward		1,188			
For the year		(1,753)		1,188	
Trade creditors		10,032		-	
Accruals		<u>-</u>		<u>2,600</u>	
			<u>9,467</u>		<u>3,788</u>
			<u>16,201</u>		<u>92,702</u>
REPRESENTED BY					
Long term balances					
Reserve funds-flats			<u>16,201</u>		<u>92,702</u>
			<u>16,201</u>		<u>92,702</u>

Mitre House
124 Kings Road, London SW3
Notes To The Accounts
For The Year Ended 31 December 2014

1 In accordance with the provisions of the Landlord and Tenant Act 1985 (as amended by the Landlord and Tenant Act 1987). The following information is given to indicate the manner in which the total expenditure for the year has been calculated:

	£
Cash paid during the year	14,440
Less: Amounts included in previous accounting period (Creditors & accruals brought forward)	(87)
Add: Amounts paid in previous accounting period but Not included in previous accounts (Prepayments & debtors brought forward)	<u>-</u>
	14,353
Less: Amounts paid during the period but not included In the account (Debtors & prepayments carried forward) *	-
Add: Provision of charges and invoices not received (Creditors & accruals carried forward)	<u>-</u>
Total expenditure for the year (as shown in page 4)	<u>14,353</u>

*Note: Debtors & prepayments carried forward

The figures shown here are in respect of the expenses relating to a period subsequent to the year under review. These amounts will be included in the Statement of Expenditure on Provision of Services and service charge demands of subsequent accounting periods and may therefore not be included in a demand within eighteen months of being incurred. This information is therefore deemed to be due notice in accordance with Section 20b (2) Landlord and Tenant Act 1985 (as amended by Schedule 2 Landlord and Tenant Act 1987)

2 Reserve Fund – Flats

	£
Balance as at 1 January 2014	92,702
Transfer from Statement of Expenditure on provision of services	29,376
Reserves utilised	<u>(105,877)</u>
Balance as at 31 December 2014	<u>16,201</u>

Due to the uncertainty of timing of works and their extent and costs, the amounts included within the accounts as a Reserve Fund should not be regarded as the full sum to meet future costs but merely a contribution towards such costs.

Mitre House
124 Kings Road, London SW3
Notes To The Accounts
For The Year Ended 31 December 2014

3 A summary of the accounts of the lessees is as follows:

	£	£
Arrears balance brought forward at 1 January 2014		-
Service charges demanded for this year	12,600	
Reserve fund demanded this year	10,800	
Other transfers	-	
Y/E 2013/14 (surplus)/deficit	<u>1,753</u>	
		<u>25,153</u>
		25,153
Less: Cash received from lessees		<u>(23,400)</u>
Balance as at 31 December 2014		<u>1,753</u>

The above carried forward comprises:-

Y/E 2013/14 (surplus)/deficit		(1,753)
		<u>(1,753)</u>

4 Due to lessees, amounts received in advance

		£
Service charges debtors		-
Reserve fund debtors		-
Direct change debtors		<u>-</u>
		<u>-</u>

Mitre House
Schedule Service Charge Expenditure
3 Year Comparison
To 31 December 2014

	2014	2013	2012
	£	£	£
FLATS			
Cleaning contract	2,571	2,290	2,480
Electricity – common parts	235	124	546
General repairs	-	388	1,458
Door entry system	239	233	227
Drain cleaning & maintenance	257	130	130
Fire equipment	-	-	330
Insurance	2,302	1,863	2,204
Lifts	2,764	2,163	984
Lift telephone	281	266	241
Sundries	39	88	142
Professional fees	540	100	-
Postage & shipping	-	-	23
Accounting fees	695	825	2,060
Bank charges	197	74	-
Managing agent fees	<u>4,320</u>	<u>4,320</u>	<u>4,320</u>
	14,440	12,864	15,145
Transfer to reserve	10,800	10,361	8,965
Landlord & Tenant Act Interest	(87)	(90)	(73)
<u>Major works</u>			
Additional reserves utilised	(12,858)	-	-
Contribution by Lessee	12,858	-	-
Additional reserves utilised	(18,000)	-	-
Contribution by Lessee	18,000	-	-
Surplus refunded	-	4,826	-
Contribution by Lessee	105,877	-	-
Reserves utilised	<u>(105,877)</u>	<u>(4,826)</u>	<u>-</u>
Total	<u>25,153</u>	<u>23,135</u>	<u>24,037</u>

Mitre House
Schedule of Service Charge Expenditure
Comparison Of Actual to Estimated Costs of Services
Year Ended 31 December 2014

	Actual	Estimate
	£	£
FLATS		
Cleaning contract	2,571	2,765
Electricity – common parts	235	1,000
General repairs	-	500
Door entry system	239	250
Drain cleaning & maintenance	257	300
Fire equipment	-	195
Insurance	2,302	2,250
Lifts	2,764	1,500
Lift telephone	281	230
Sundries	39	110
Health & safety	-	-
Professional fees	540	450
Accounting fees	695	650
Bank charges	197	-
Managing agent fees	4,320	4,320
Landlord & Tenant Act Interest	<u>(87)</u>	<u>-</u>
	14,353	14,900
Transfer to reserves	10,800	8,500
Major works		
Additional reserves utilised	(12,858)	-
Contribution by Lessee	12,858	-
Additional reserves utilised	(18,000)	-
Contribution by Lessee	18,000	-
Surplus refunded	-	-
Contribution by Lessee	105,877	-
Reserves utilised	<u>(105,877)</u>	<u>-</u>
Total	<u>25,153</u>	<u>23,400</u>

