

**Mitre House**  
**124 Kings Road, London SW3**  
**Service Charge Account**  
**For The Year Ended 31 December 2015**

**Mitre House**

**124 Kings Road, London SW3**

**Landlord**

Mitre House Management Limited  
c/o Pemberton Professionals Limited  
9 Acton Hill Mews  
Uxbridge Road  
London W3 9QN

**Managing Agents**

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

**Accountants**

Pemberton Professionals Limited  
Chartered Certified Accountants  
9 Acton Hill Mews  
Uxbridge Road  
London W3 9QN

**Mitre House**

**124 Kings Road, London SW3**

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**Mitre House**

**Report of the Accountants to the Directors of**

**Mitre House Management Limited**

We have compiled the financial statements based on the records maintained by Mitre House Management Limited 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 2015

Based on the information and explanations supplied, the expenditure shown on the attached schedule amounting to £31,630 is chargeable in respect of Mitre House SW3 for the year ended 31 December 2015

Pemberton Professionals Limited  
Chartered Certified Accountants  
9 Acton Hill Mews  
Uxbridge Road  
London W3 9QN

Date: 10 March 2016

**Mitre House**  
**124 Kings Road, London SW3**  
**Service Charge Account**  
**Statement of Expenditure on Provision of Services**  
**For The Year Ended 31 December 2015**

	2015		2014	
	£	£	£	£
Cleaning contract		2,566		2,571
Electricity - common parts		514		235
General repairs				
External repairs - minor	142		-	
Locks, keys & door repairs	122		-	
Plumbing Repairs	1,234		-	
Electrical work & repairs	263		-	
Internal repairs - minor	164		-	
		<u>1,925</u>		-
Door entry system		244		239
Drain cleaning & maintenance		235		257
Fire equipment maintenance		243		-
Insurance building & engineering		2,337		2,302
Lift maintenance & repairs		1,552		2,764
Lift telephone		296		281
Sundries				
Light bulbs	-		-	
Other items	-		<u>39</u>	
		-		39
Postage & shipping				-
Bank Charges		284		197
Accounting fees		835		695
Professional fees		1,365		540
Managing Agent fees		4,850		4,320
Service Charge expenditure		<u>17,246</u>		<u>14,440</u>
Landlord & Tenant Act interest		<u>(16)</u>		<u>(87)</u>
		17,230		14,353
Transfer to reserves		<u>14,400</u>		<u>10,800</u>
		31,630		25,153
Miscellaneous Major works				
Additional reserves utilised				(12,858)
Contribution by Lessees				12,858
Major works				
Additional reserves utilised				(18,000)
Contribution by Lessees				18,000
Surplus refunded				-
Reserves utilised		(565)		(105,877)
Contribution by Lessees		565		105,877
Total expenditure		<u>31,630</u>		<u>25,153</u>

**Mitre House**  
**124 Kings Road, London SW3**  
**Service Charge Account**  
**Statement Of Expenditure On Provision Of Services**  
**For The Year Ended 31 December 2015**

**Notes:**

The interim service charge and reserve fund demanded for the period ended 31 December 2015 amounted to £32,400. Accordingly there is a surplus of £770 due to lessees.

We hereby certify that the sum of £31,630 is the total expenditure for the year ended 31 December 2015 in accordance with the provisions of the leases relating to Mitre House.

**Mitre House**  
**124 Kings Road, London SW3**  
**Balance Sheet As At 31 December 2015**

	Notes	2015		2014	
		£	£	£	£
<b>CURRENT ASSETS</b>	<b>4</b>				
Due from lessees, less amounts Demanded in advance		-		-	
Other debtors		-		-	
Prepayments		-		-	
Trade debtors		14,322		4,563	
Cash at bank		<u>23,488</u>		<u>21,105</u>	
			37,810		25,668
<b>CURRENT LIABILITIES</b>					
Due to lessees, amounts received in Advance		-		-	
Due to lessees year end surplus		-		-	
Brought forward		770		1,188	
For the year		(565)		(1,753)	
Trade creditors		11,619		10,032	
Accruals		<u>-</u>		<u>-</u>	
			<u>11,824</u>		<u>9,467</u>
			<u>25,986</u>		<u>16,201</u>
<b>REPRESENTED BY</b>					
Long Term Balances					
Reserve Funds - flats			<u>25,986</u>		<u>16,201</u>
			<u>25,986</u>		<u>16,201</u>

**Mitre House**  
**124 Kings Road, London SW3**  
**Notes To The Accounts**  
**For The Year Ended 31 December 2015**

**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:**

	<b>£</b>
Cash paid during the Year	17,246
Less: Amounts included in previous accounting period (Creditors & accruals brought forward)	(16)
Add: Amounts paid in previous accounting period but not included in previous accounts. (Prepayments & debtors brought forward)	-
	17,230
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)	-
Total expenditure for the year (as shown in page 5)	17,230

\* Note: Debtors & prepayments carried forward

The figures shown here are in respect of 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**

	<b>£</b>
Balance as at 1 January 2015	16,201
Transfer from Statement of Expenditure on Provision of services	10,350
Reserves utilised	(565)
Balance as at 31 December 2015	25,986

Due to the uncertainty of timing of works and their extent and costs, the amount 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 2015**

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

	£	£
Arrears balance brought forward at 1 January 2015		
Service charges demanded for this year	18,000	
Reserve fund demanded this year	14,400	
Other transfers	0	
Y/E 2015 surplus / (deficit)	770	
		33,170
		33,170
Less: Cash received from lessees		(32,400)
Balance as at 31 December 2015		770

The above balance carried forward comprises:-

Y/E 2015 surplus / (deficit)	770	
	770	

**4 Due to lessees, amounts received in advance**

		£
Service charge debtors	-	
Reserve fund debtors	-	
Direct charge debtors	-	
		-

**Mitre House  
Schedule Service Charge Expenditure  
3 Year Comparison  
To 31 December 2015**

	<b>2015</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>FLATS</b>			
Cleaning contract	2,566	2,571	2,290
Electricity - common parts	514	235	124
General repairs	1,925	-	388
Door entry system	244	239	233
Drain cleaning & maintenance	235	257	130
Fire equipment	243	-	-
Insurance	2,337	2,302	1,863
Lift	1,552	2,764	2,163
Lift telephone	296	281	266
Sundries	-	39	88
Professional Fees	1,365	540	100
Postage & shipping	-	-	-
Accounting Fees	835	695	825
Bank Charges	284	197	74
Managing Agent fees	4,850	4,320	4,320
	<u>17,246</u>	<u>14,440</u>	<u>12,864</u>
Transfer to reserves	14,400	10,800	10,361
Landlord & Tenant Act interest	(16)	(87)	(90)
Miscellaneous Major works			
Additional reserves utilised	-	(12,858)	-
Contribution by Lessees	-	12,858	-
<u>Major works</u>			
Additional reserves utilised	-	(18,000)	-
Contribution by Lessees	-	18,000	-
Surplus refunded	-	-	-
Reserves utilised	(565)	(105,877)	(4,826)
Contribution by Lessees	<u>565</u>	<u>105,877</u>	<u>4,826</u>
Total	<u>31,630</u>	<u>25,153</u>	<u>23,135</u>

**Mitre House**  
**Schedule of Service Charge Expenditure**  
**Comparison Of Actual to Estimated Costs of**  
**Services**  
**Year Ended 31 December 2015**

	<b>Actual</b>	<b>Estimate</b>
	<b>£</b>	<b>£</b>
<b>FLATS</b>		
Cleaning contract	2,566	2,950
Electricity - common parts	514	855
General repairs	1,925	350
Door entry system	244	250
Drain cleaning & maintenance	235	150
Fire equipment	243	875
Insurance	2,337	2,550
Lift	1,552	2,050
Lift telephone	296	275
Sundries	-	180
Health & safety	1,365	1,550
Professional Fees	-	420
Accounting Fees	835	695
Bank Charges	284	-
Managing Agent fees	4,850	4,850
Landlord & Tenant Act interest	(16)	-
	<u>17,230</u>	<u>18,000</u>
Transfer to reserves	14,400	14,400
Miscellaneous Major works		
Additional reserves utilised	-	-
Contribution by Lessees	-	-
<u>Major works</u>		
Additional reserves utilised	-	-
Contribution by Lessees	-	-
Surplus refunded	-	-
Reserves utilised	(565)	-
Contribution by Lessees	565	-
Total	<u>31,630</u>	<u>32,400</u>