

**MITRE HOUSE**

**124 KINGS ROAD, LONDON SW3**

**SERVICE CHARGE ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2009**

**MITRE HOUSE**

**124 KINGS ROAD, LONDON SW3**

**LANDLORD**

Rivers Edge Estates Limited  
16 Hans Road  
London  
SW3 1RS

**MANAGING AGENTS**

Kinleigh Folkard & Hayward Limited  
KFH House  
5 Compton Road  
Wimbledon  
London  
SW19 7QA

**AUDITORS**

Elliotts Shah  
Registered Auditors  
2nd Floor York House  
23 Kingsway  
London WC2B 6UJ

MITRE HOUSE

124 KINGS ROAD, LONDON SW3

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REPORT OF THE AUDITORS

TO THE LESSEES OF

MITRE HOUSE

124 KINGS ROAD, LONDON SW3

We have examined the attached statement of Service Charge Expenditure (pages 4 - 6) for the period ended 31 December 2009 which has been prepared by Kinleigh Folkard and Hayward Limited, the managing agent.

In our opinion the statement:

- Is a fair summary of the service charge costs for the year;
- Complies with section 21(5) of the Landlord and Tenant Act 1985; and
- Is sufficiently supported by accounts, receipts and other documents produced to us.

Elliotts Shah  
Registered Auditors  
2nd Floor York House  
23 Kingsway  
London WC2B 6UJ

Dated:

MITRE HOUSE  
124 KINGS ROAD, LONDON SW3  
SERVICE CHARGE ACCOUNT  
STATEMENT OF EXPENDITURE ON PROVISION OF SERVICES  
FOR THE YEAR ENDED 31 DECEMBER 2009

	£	2009 £	£	2008 £
Cleaning Contract		2,056		2,029
Electricity		934		1,794
General repairs				
<i>External repairs - minor</i>	207		-	
<i>Electrical repairs</i>	2,690		-	
<i>Locks, keys &amp; door repairs</i>	324		-	
<i>Plumbing repairs</i>	-		3,227	
<i>Other</i>	-		938	
		<u>3,221</u>		4,165
Door entry system		230		194
Drain cleaning & maintenance		1,366		458
Fire equipment maintenance		357		288
Insurance				
<i>Building</i>	331		1,800	
<i>Engineering</i>	544		433	
		<u>875</u>		2,233
Lift maintenance		1,243		927
Lift telephone		(48)		210
Sundries				
<i>Light bulbs</i>	116		83	
<i>Other items</i>	34		56	
		<u>150</u>		139
Health & safety		-		411
Legal fees		271		-
Auditors fees		1,344		1,200
Managing agents fees		3,644		3,525
<b>Service charge expenditure</b>		<u>15,643</u>		<u>17,573</u>
Landlord & Tenant Act interest		(4)		(53)
		<u>15,639</u>		<u>17,520</u>
Carried forward		<u>15,639</u>		<u>17,520</u>

MITRE HOUSE  
 124 KINGS ROAD, LONDON SW3  
 SERVICE CHARGE ACCOUNT  
 STATEMENT OF EXPENDITURE ON PROVISION OF SERVICES  
 FOR THE YEAR ENDED 31 DECEMBER 2009

	£	2009 £	£	2008 £
Brought forward		15,639		17,520
Transfer to reserves		10,000		10,000
Major Works				
<i>Surveyors fees</i>	1,913		-	
<i>Reserves utilised</i>	<u>(1,913)</u>		<u>-</u>	
		-		-
<b>Total Expenditure</b>		<u><u>25,639</u></u>		<u><u>27,520</u></u>

Note:

The service charges demanded for the period ended 31 December 2009 amounted to £26,560. Accordingly there is a surplus of £921 to be refunded to the lessees.

We hereby certify that the sum of £25,639 is the total expenditure (i.e. flats ) for the year ended 31 December 2009 in accordance with the provisions of the leases relating to Mitre House

.....  
 Kinleigh Folkard & Hayward Limited

MITRE HOUSE  
124 KINGS ROAD, LONDON SW3  
BALANCE SHEET AS AT 31 December 2009

	Notes	£	2009 £	£	2008 £
<b>CURRENT ASSETS</b>					
Due from lessees, less amounts demanded in advance	4	2,950		101	
Due from lessees - prior year end deficit		-		2,896	
Debtor - KFH Interest		-		143	
Other Debtors		752		507	
Prepayments		1,383		379	
Cash at Bank (held by managing agent)		45,415		37,708	
			50,500	37,708	41,734
<b>CURRENT LIABILITIES</b>					
Amounts due to landlord		-		-	
Trust Tax		-		59	
Creditors		408		5,591	
Accruals		4,986		-	
Due to lessees - year end surplus		921		-	
			6,315	5,650	
			44,185	36,084	
<b>REPRESENTED BY</b>					
<u>Long Term Balances</u>					
Reserve fund account	2		44,185	36,084	

MITRE HOUSE  
124 KINGS ROAD, LONDON SW3  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2009

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	17,149
Less: Amounts included in previous accounting period (Creditors & accruals brought forward)	(5,591)
Add: Amounts paid in previous accounting period but not included in previous accounts. (Debtors & Prepayments brought forward)	886
	12,444
Less: Amounts paid during the period but not included in the account. (Debtors & prepayments carried forward) *	(2,136)
Add: Provision of charges and invoices not received. (Creditors & accruals carried forward)	5,393
Adjust for L & T Tax & Sundry Tenant Receipts	(59)
Total expenditure for the year (as shown on pages 4 to 6)	15,643

\* 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

	£
Balance as at 01 January 2009	36,084
Transfer from Statement of Expenditure on Provision of Services	10,000
Net interest received	14
Tax due	-
Reserves utilised	(1,913)
Balance as at 31 December 2009	44,185

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  
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NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2009

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

	£	£
Arrears balance brought forward at 01 January 2009		2,997
Service charges demanded this year	16,560	
Reserve fund demanded this year	10,000	
Other transfers	-	
Prior year deficit	<u>(921)</u>	
		<u>25,639</u>
		28,636
Less: Cash received from lessees		(26,607)
Balance as at 31 December 2009		<u><u>2,029</u></u>

The above balance carried forward comprises:

Service charge balances relating to 2008/2009		2,213
Reserve fund balances relating to 2008/2009		737
Other transfers		-
Y E 2008/2009 (surplus)/deficit		(921)
Total		<u><u>2,029</u></u>

5 Due from lessees, less amounts demanded in advance

		£
Service charge debtors		2,213
Reserve fund debtors		737
Other transfers		-
		<u><u>2,950</u></u>