

**Mitre House**  
**124 Kings Road, London SW3**  
**Service Charge Account**  
**For The Year Ended 31 December 2013**

**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 2013.

Based on the information and explanations supplied, the expenditure shown on the attached schedule amounting to £23,135 is properly chargeable in respect of Mitre House SW3 for the year ended 31 December 2013

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

Date: 1 March 2014

**Mitre House**  
**124 Kings Road, London SW3**  
**Service Charge Account**  
**Statement of Expenditure On Provision Of Services**  
**For The Year Ended 31 December 2013**

	2013		2012	
	£	£	£	£
Cleaning contract		2,290		2,480
Electricity – common parts		124		546
General repairs				
External repairs – minor	62		135	
Locks, keys & door repairs	-		-	
Plumbing repairs	-		-	
Electrical work & repairs	216		688	
Internals repairs – minor	<u>110</u>		<u>635</u>	
		388		1,458
Door entry system		233		227
Drain cleaning & maintenance		130		130
Fire equipment maintenance		-		330
Insurance building & engineering		1,863		2,204
Lift maintenance & repairs		2,163		984
Lift telephone		266		241
Sundries				
Light bulbs	-		77	
Other items	<u>87</u>		<u>65</u>	
		87		142
Postage & shipping		-		23
Bank charges		74		-
Accounting fees		825		2,060
Professional fees		100		-
Managing agent fees		<u>4,320</u>		<u>4,320</u>
Service charge expenditure		12,863		15,145
Landlord & tenant Act interest		<u>(89)</u>		<u>(73)</u>
		12,774		15,072
Transfer to reserves		<u>10,361</u>		<u>8,965</u>
		23,135		24,037
Major works				
Surveyors fees		-		-
Miscellaneous				
Surplus refunded		4,826		-
Reserves utilised		<u>(4,826)</u>		<u>-</u>
Total expenditure		<u>23,135</u>		<u>24,037</u>

Note:

The interim service charge and reserve fund demanded for the period ended 31 December 2013 amounted to £24,323. Accordingly there is a surplus of £1,188 to be refunded to the lessees.

We hereby certify that the sum of £23,135 is the total expenditure (ie flats) for the year ended 31 December 2013 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 2013**

	Notes	2013		2012	
	4	£	£	£	£
<b>CURRENT ASSETS</b>					
Due from lessees, less amounts Demanded in advance		-		-	
Other debtors		-		-	
Prepayments		-		-	
Trade debtors		443		2,391	
Cash at bank		<u>96,047</u>		<u>88,924</u>	
			96,490		91,315
<b>CURRENT LIABILITIES</b>					
Due to lessees, amounts received In Advance					
Due to lessees year end surplus Brought forward		-		3,068	
For the year		1,188		1,758	
Trade creditors		-		5,235	
Accruals		<u>2,600</u>		-	
			<u>3,788</u>		<u>10,061</u>
			<u>92,702</u>		<u>81,254</u>
<b>REPRESENTED BY</b>					
Long term balances					
Reserve funds-flats			<u>92,702</u>		<u>81,254</u>
			<u>92,702</u>		<u>81,254</u>

**Mitre House**  
**124 Kings Road, London SW3**  
**Notes To The Accounts**  
**For The Year Ended 31 December 2013**

**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	12,863
Less: Amounts included in previous accounting period (Creditors & accruals brought forward)	(4,637)
Add: Amounts paid in previous accounting period but Not included in previous accounts (Prepayments & debtors brought forward)	<u>2,391</u>
	10,617
Less: Amounts paid during the period but not included In the account (Debtors & prepayments carried forward) *	( 443)
Add: Provision of charges and invoices not received (Creditors & accruals carried forward)	<u>2,600</u>
Total expenditure for the year (as shown in page 4)	<u>12,774</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 2013	81,254
Transfer from Statement of Expenditure on provision of services	16,274
Reserves utilised	<u>(4,826)</u>
Balance as at 31 December 2013	<u>92,702</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**  
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**Notes To The Accounts**  
**For The Year Ended 31 December 2013**

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

	£	£
Arrears balance brought forward at 1 January 2013		-
Service charges demanded for this year	13,962	
Reserve fund demanded this year	10,361	
Other transfers	-	
Y/E 2012/13 (surplus)/deficit	<u>(1,188)</u>	
		<u>23,135</u>
		23135
Less: Cash received from lessees		<u>(24,323)</u>
Balance as at 31 December 2013		<u>(1,188)</u>

The above carried forward comprises:-

Service charge balances relating to 2011/12		-
Reserve fund balances relating to 2011/12		-
Other transfers		-
Y E 2012/13 (surplus)/deficit		<u>( 1,188)</u>
		<u>( 1,188)</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 2013**

	2013 £	2012 £	2011 £
<b>FLATS</b>			
Cleaning contract	2,290	2,480	2,193
Electricity – common parts	124	546	705
General repairs	388	1,458	2,891
Door entry system	233	227	216
Drain cleaning & maintenance	130	130	211
Fire equipment	-	330	243
Insurance	1,863	2,204	2,053
Lifts	2,163	984	1,958
Lift telephone	266	241	286
Sundries	88	142	120
Professional fees	100	-	-
Postage & shipping	-	23	-
Accounting fees	825	2,060	1,365
Bank charges	74	-	-
Managing agent fees	<u>4,320</u>	<u>4,320</u>	<u>3,915</u>
	12,864	15,145	16,156
Transfer to reserve	10,361	8,965	15,000
Landlord & Tenant Act Interest	(90)	(73)	(13)
Major works			
Surveyor fees	-	-	236
Surplus refunded	4,826	-	-
Reserves utilised	<u>(4,826)</u>	<u>-</u>	<u>(236)</u>
Total	<u>23,135</u>	<u>24,037</u>	<u>31,143</u>

**Mitre House**  
**Schedule of Service Charge Expenditure**  
**Comparison Of Actual to Estimated Costs of Services**  
**Year Ended 31 December 2013**

	Actual £	Estimate £
<b>FLATS</b>		
Cleaning contract	2,290	2,500
Electricity – common parts	124	1,000
General repairs	388	2,000
Door entry system	233	250
Drain cleaning & maintenance	130	250
Fire equipment	-	325
Insurance	1,863	2,320
Lifts	2,163	2,500
Lift telephone	266	300
Sundries	87	85
Health & safety	-	500
Professional fees	100	500
Accounting fees	825	1,150
Bank charges	74	-
Managing agent fees	4,320	4320
Landlord & Tenant Act Interest	<u>(89)</u>	<u>-</u>
	12,774	18,000
Transfer to reserves	10,361	9,000
Major works		
Surveyors fees	-	-
Surplus refunded	4,826	-
Reserves utilised	<u>(4,826)</u>	<u>-</u>
Total	<u>23,135</u>	<u>27,000</u>

