

BROCKHAMPTON PARK MANAGEMENT CO LTD

SERVICE CHARGE ACCOUNTS

YEAR ENDED 30 JUNE 2023

Griffiths Marshall
Chartered Accountants
Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

BROCKHAMPTON PARK MANAGEMENT CO LTD

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BROCKHAMPTON PARK MANAGEMENT CO LTD
**REPORT OF THE INDEPENDENT ACCOUNTANT TO THE MANAGEMENT
COMPANY AND LESSEES ON THE SERVICE CHARGE ACCOUNTS
OF BROCKHAMPTON PARK MANAGEMENT CO LIMITED**

You have stated that an audit of the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the lease for Brockhampton Park. In accordance with our engagement letter dated 11 October 2022, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 3 to 4 in respect of Brockhampton Park for the year ended 30 June 2023 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the Landlord for issue with the service charge accounts in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the Landlord and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Landlord for our work or for this report

Basis of report

Our work was carried out having regard to TECH 03/1116 Residential Service Charge Accounts published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedures we carried out with respect to the service charge accounts were:

1. we obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained by or on behalf of the landlord;
2. we checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
3. we checked whether the balance of service charge monies for this property shown on page 6 of the service charge accounts agreed or reconciled to the bank statement for the account in which the funds are held.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than in making the factual statements set out below.

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

Report of factual findings:

- (a) With respect to item 1 we found the figures in the statement of account to have been extracted correctly from the accounting records.
- (b) With respect to item 2 we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.
- (c) With respect to item 3 we found that the balance of service charge monies shown on page 5 of the service charge accounts agrees or reconciles to the bank statement for the account in which the funds are held.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

We are not instructed to conduct an audit of the notes or balancing statement and, accordingly, we do not express an audit opinion thereon.

Steven Price

Mr Steven Price
for and on behalf of Griffiths Marshall
Chartered Accountants
and Statutory Auditors

Date: 05 March 2024

Beaumont House
172 Southgate Street
Gloucester
Gloucestershire
GL1 2EZ

BROCKHAMPTON PARK MANAGEMENT CO LTD**SERVICE CHARGE ACCOUNT**

For the year ended 30th June 2023

Brockhampton Park

	General	Heating	Total	2022
<u>Repairs and Maintenance</u>				
General Internal Maintenance	14,179.73	-	14,179.73	10,410.00
General External Maintenance	-	-	-	3,710.00
Cleaning and Refuse	5,062.35	-	5,062.35	2,604.00
House Supervision	1,708.00	-	1,708.00	1,172.00
Fire Systems	466.80	-	466.80	240.00
Electrical	218.00	-	218.00	1,197.40
Sewerage Plant	4,373.43	-	4,373.43	-
Gutter Clearing / Roof Repairs	6,096.36	-	6,096.36	3,546.74
	32,104.67	-	32,104.67	22,880.14
<u>Grounds Maintenance</u>				
Gardens and Lakes	36,067.50	-	36,067.50	25,431.80
Plants/Bulbs/Seeds	450.00	-	450.00	10,099.17
	36,517.50	-	36,517.50	35,530.97
<u>Utilities</u>				
Electricity	7,985.36	-	7,985.36	3,985.07
Telephone Line	354.04	-	354.04	500.49
Heating Oil	-	1,436.28	1,436.28	-
	8,339.40	1,436.28	9,775.68	4,485.56
<u>Professional Fees</u>				
Management Fees	7,200.00	-	7,200.00	5,820.76
Accountancy	900.00	-	900.00	864.00
Bank Charges	53.40	-	53.40	-
Secretarial Fees	13.00	-	13.00	-
Legal and other Professional Fees	6,493.00	-	6,493.00	1,237.00
	14,659.40	-	14,659.40	7,921.76
<u>Insurance</u>				
Buildings	13,229.79	-	13,229.79	11,079.54
Directors and Officers	547.48	-	547.48	-
	13,777.27	-	13,777.27	11,079.54
<u>Major Works</u>				
Bridge Repairs	9,927.00	-	9,927.00	7,934.40
Heating Plant	-	-	-	-
	9,927.00	-	9,927.00	7,934.40
<u>Reserves</u>				
Costs taken from the Reserve Fund	(23,372.00)	-	(23,372.00)	-
Budgeted Reserves	1,681.67	-	1,681.67	-
	(21,690.33)	-	(21,690.33)	-
TOTAL BROCKHAMPTON PARK EXPENDITURE	93,634.91	1,436.28	95,071.19	89,832.37

BROCKHAMPTON PARK MANAGEMENT CO LTD

SERVICE CHARGE ACCOUNT - CONTINUED

For the year ended 30th June 2023

Brockhampton Park

	General	Heating	Total	2022
TOTAL BROCKHAMPTON PARK EXPENDITURE	93,634.91	1,436.28	95,071.19	89,832.37
SERVICE CHARGE DEMANDED FOR THE YEAR				
From Lessees	93,000.00	-	93,000.00	101,000.00
From Variable Heating	-	8,505.81	8,505.81	15,369.42
	<u>93,000.00</u>	<u>8,505.81</u>	<u>101,505.81</u>	<u>116,369.42</u>
Other Income				
Recovery from Mews re Sewerage	-	-	-	-
Insurance Monies	-	-	-	-
Costs Recovered	144.00	-	144.00	2,130.49
Bank Interest Received	490.91	-	490.91	10.06
	<u>634.91</u>	<u>-</u>	<u>634.91</u>	<u>2,140.55</u>
TOTAL BROCKHAMPTON PARK INCOME	93,634.91	8,505.81	102,140.72	118,509.97
SURPLUS/DEFICIT FOR THE YEAR	<u>0.00</u>	<u>7,069.53</u>	<u>7,069.53</u>	<u>28,677.60</u>

APPROVAL OF ACCOUNTS

We approve of these service charge accounts for the year ended 30th June 2023 set out on pages 1 to 6 and confirm that we have made available all relevant records and information for their preparation.



Ian Dudley

Signed on behalf of Brockhampton Park Management Company Ltd

Date: 05 March 2024

BROCKHAMPTON PARK MANAGEMENT CO LTD

NOTES TO THE SERVICE CHARGE ACCOUNTS

For the year ended 30th June 2023

1. ACCOUNTING POLICIES

- a) The service charge accounts have been prepared under the historical cost convention.
- b) Service costs are calculated on the accruals basis.
- c) The lessees contribute towards a reserve fund maintained for major works. The movements on the reserve fund are shown on the Balance Sheet on page 6.

2. STATUTORY DISCLOSURE

	Note	£
Section 21 of the Landlord and Tenant Act 1985 (as amended) requires the disclosure of certain additional information.		
Cash payments for the year were made up as follows:		
Service costs for the year - Brockhampton Park (page 3 & 4)		95,071.19
Payment of invoices relating to prior year		663.14
Payment of accrued expenses for prior year		900.00
Payment of expense for subsequent year	2a	-
Stock of Oil reserves	2i	5,147.22
		<hr/> 101,781.55
Less: Accrual for expenses incurred in year but not yet invoiced	2b	(900.00)
Invoices received for year unpaid at 30th June 2023	2c	(3,027.01)
Other Creditors	2d	-
		<hr/> <hr/> 97,854.54
Net cash paid		

The aggregate of amounts received to the end of the year on account of service charges and still standing to the credit of lessees at the end of the year was;

Service charges paid in advance	2f	19,013.46
Service charges demanded in advance	2g	-
Surplus service charge demanded for the year ended 30th June 2023	2h	-

BROCKHAMPTON PARK MANAGEMENT CO LTD

BALANCING STATEMENT

As at 30th June 2023

ASSETS		Note	£
Amounts due from Lessees:			
Arrears of service charge			11,031.79
Mews Charges owed from previous years			783.95
Shortfalls on Brockhampton Park service charges for the year ended 30th June 2023		2h	-
			<u>11,815.74</u>
Other Assets			
Cash held in managing agent's client accounts			129,951.00
Prepayments		2a	-
Other debtors			2,871.00
Stock held		2i	5,147.22
TOTAL ASSETS			<u>149,784.96</u>
LIABILITIES			
Amounts due to Lessees:			
Service charges paid in advance		2f	19,013.46
Service charges demanded in advance		2g	-
Surplus on Brockhampton Park service charges for the year ended 30th June 2023		2h	-
			<u>19,013.46</u>
Other liabilities			
Accrued expenses		2b	900.00
Unpaid invoices		2c	3,027.01
Other Creditors		2d	-
TOTAL LIABILITIES			<u>22,940.47</u>
NET ASSETS			<u>126,844.49</u>
RESERVE FUND	General	Heating	
	£	£	
Balance at 30th June 2022	138,698.41	13,014.88	151,713.29
Adjustment from Reserves B/f	-	(10,248.00)	(10,248.00)
Contribution to Reserve Fund	1,681.67	-	1,681.67
Surplus from Service Charge Account	-	7,069.53	7,069.53
	<u>140,380.08</u>	<u>9,836.41</u>	<u>150,216.49</u>
Deficit from Service Charge Account	-	-	-
Major works taken from Reserve Fund	(23,372.00)	-	(23,372.00)
TOTAL RESERVES	<u>117,008.08</u>	<u>9,836.41</u>	<u>126,844.49</u>