

**The Old Railway Quarter, Swindon**

**Service Charge Accounts**

**from 1st April 2020 to 31st March 2021**

The Old Railway Quarter, Swindon

Expenditure for the Period

from 1st April 2020 to 31st March 2021

**Accountant's report of factual findings to the Managing Agent of The Old Railway Quarter, Swindon**

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 The Old Railway Quarter, Swindon.

In accordance with the terms of our engagement letter we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages two to six in respect of The Old Railway Quarter, Swindon for the year ended 31st March 2021 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the Managing Agent 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 Managing Agent and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Managing Agent for our work or for this report.

**Basis of report**

Our work was carried out having regard to TECH 03/11 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 the balance sheet of the service charge accounts agreed or reconciled to the bank statement(s) for the account(s) 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 the balancing statement of the service charge accounts agrees or reconciles to the bank statement for the account(s) in which the funds are held.

Aug 5, 2021

Date: .....

*Thomas David*

Signature: [Thomas David \(Aug 5, 2021, 11:23 GMT+1\)](#)

Thomas David  
Chartered Accountants and  
Statutory Auditors  
6-7 Castle Gate  
Castle Street  
Hertford  
Hertfordshire  
SG14 1HD

Service Charge Statement of Account for The Old Railway Quarter, SwindonFor the Accounting Period from 1st April 2020 to 31st March 2021Income and Expenditure Account Total

		Actual	Budget
		£	£
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		8,043	8,399
Window Cleaning		983	1,350
Door Entry System		8,314	3,000
Drainage, Guttering & Sewerage		1,080	400
Bulk Refuse Removal		9,222	2,500
Fire Equipment Maintenance		13,830	4,416
Aerial Maintenance		1,541	3,000
Roof Repairs		5,668	-
Electrical Maintenance & Repairs		7,746	3,500
Lightning Conductor		228	118
General Repairs & Maintenance		12,517	11,000
Pest Control		782	300
Dry Riser Test		-	2,100
Key Fobs & Transmitters		1,136	-
Solar Panel Maintenance		588	2,940
<u>Grounds Maintenance</u>			
Grounds Maintenance		3,864	2,873
<u>Insurance</u>			
Buildings Insurance		59,749	57,236
<u>Professional Fees</u>			
Management Fees		35,918	35,918
Accountancy Fees		2,671	2,671
Health & Safety		2,181	2,083
Legal & Professional Fees		230	750
Postage Expenses		592	1,690
Sundry Expenses		90	1,000
Estate Contribution		1,070	11,000
<u>Utilities</u>			
Electricity		11,410	15,000
<u>Contributions Transferred to Reserve Fund</u>			
Reserve Fund Contribution		17,223	17,201
<u>TOTAL EXPENDITURE</u>		<u>206,676</u>	<u>190,445</u>
<u>Income</u>			
Service Charges Receivable		173,239	
Reserve Charges Receivable		17,223	
Legal Fees Income		230	
		190,692	
<u>Interest Received</u>			
Bank Interest Received		19	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING PERIOD</u>		<u>(15,965)</u>	

Aug 5, 2021  
Approved on .....

For and on Behalf of the Landlord .....

For and on behalf of Residential Management Group Ltd

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****Income & Expenditure - Service Charge - Estate**

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Drainage, Guttering & Sewerage		216	400
Bulk Refuse Removal		4,638	-
General Repairs & Maintenance		3,405	-
Pest Control		398	300
<u>Grounds Maintenance</u>			
Grounds Maintenance		4,814	2,873
<u>Insurance</u>			
Buildings Insurance		59,749	57,236
<u>Professional Fees</u>			
Management Fees		35,918	35,918
Accountancy Fees		2,671	2,671
Health & Safety		2,181	2,083
Legal & Professional Fees		230	750
Postage Expenses		592	1,690
Sundry Expenses		13	500
<u>Contributions</u>			
Reserve Fund Contribution		9,374	9,353
<u>TOTAL EXPENDITURE</u>		<u>124,199</u>	<u>113,774</u>
<u>Income</u>			
Service Charges Receivable		104,447	
Reserve Charges Receivable		9,374	
Legal Fees Income		230	
		<u>114,051</u>	
<u>Interest Received</u>			
Bank Interest Received		4	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(10,144)</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****Income & Expenditure - Service Charge - Block (Apollo)**

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		481	502
Window Cleaning		59	81
Door Entry System		132	180
Bulk Refuse Removal		43	119
Fire Equipment Maintenance		762	264
Aerial Maintenance		1,540	180
Electrical Maintenance & Repairs		-	209
General Repairs & Maintenance		368	656
Dry Riser Test		-	126
<u>Professional Fees</u>			
Sundry Expenses		-	100
<u>Utilities</u>			
Electricity		1,021	895
<u>Contributions</u>			
Reserve Fund Contribution		469	469
<u>TOTAL EXPENDITURE</u>		<u>4,875</u>	<u>3,781</u>
<u>Income</u>			
Service Charges Receivable		3,311	
Reserve Charges Receivable		469	
		3,780	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(1,095)</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****Income & Expenditure - Service Charge - Block (Artemis)**

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		360	376
Window Cleaning		44	61
Door Entry System		1,858	134
Bulk Refuse Removal		272	90
Fire Equipment Maintenance		1,127	197
Aerial Maintenance		-	134
Electrical Maintenance & Repairs		305	157
General Repairs & Maintenance		186	492
Dry Riser Test		-	95
<u>Professional Fees</u>			
Sundry Expenses		5	100
<u>Utilities</u>			
Electricity		2,425	672
<u>Contributions</u>			
Reserve Fund Contribution		350	350
<u>TOTAL EXPENDITURE</u>		<u>6,932</u>	<u>2,858</u>
<u>Income</u>			
Service Charges Receivable		2,508	
Reserve Charges Receivable		350	
		—————	2,858
<u>Interest Received</u>			
Bank Interest Received		1	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(4,073)</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****Income & Expenditure - Service Charge - Block (Olympus)**

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		3,761	3,927
Window Cleaning		459	631
Door Entry System		5,520	1,402
Drainage, Guttering & Sewerage		864	-
Bulk Refuse Removal		1,921	1,284
Fire Equipment Maintenance		8,050	2,065
Aerial Maintenance		-	1,402
Electrical Maintenance & Repairs		1,495	1,636
General Repairs & Maintenance		1,466	5,144
Pest Control		384	-
Dry Riser Test		-	982
Key Fobs & Transmitters		132	-
Solar Panel Maintenance		588	980
<u>Professional Fees</u>			
Sundry Expenses		-	100
<u>Utilities</u>			
Electricity		5,180	7,015
<u>Contributions</u>			
Reserve Fund Contribution		3,669	3,669
<u>TOTAL EXPENDITURE</u>		<u>33,489</u>	<u>30,237</u>
<u>Income</u>			
Service Charges Receivable		26,567	
Reserve Charges Receivable		3,669	
		30,236	
<u>Interest Received</u>			
Bank Interest Received		3	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(3,250)</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon**

**For the Accounting Period from 1st April 2020 to 31st March 2021**

**Income & Expenditure - Service Charge - Block External (Hermes/Achilles)**

	£	Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Roof Repairs		5,668	-
 <u>TOTAL EXPENDITURE</u>		<hr/> <hr/> 5,668	<hr/> <hr/> 0
 <u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<hr/> <hr/> (5,668)	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****Income & Expenditure - Service Charge - Block Internal (Hermes)**

		Actual £	Budget £
<b><u>Repairs &amp; Maintenance</u></b>			
Cleaning Contract		600	627
Window Cleaning		74	101
Door Entry System		-	224
Bulk Refuse Removal		1,134	300
Fire Equipment Maintenance		944	330
Aerial Maintenance		-	224
Electrical Maintenance & Repairs		1,063	262
Lightning Conductor		114	59
General Repairs & Maintenance		2,153	823
Dry Riser Test		-	156
Solar Panel Maintenance		-	490
<b><u>Professional Fees</u></b>			
Sundry Expenses		36	100
<b><u>Utilities</u></b>			
Electricity		(3,709)	1,119
<b><u>Contributions</u></b>			
Reserve Fund Contribution		587	587
<b><u>TOTAL EXPENDITURE</u></b>		<b><u>2,996</u></b>	<b><u>5,402</u></b>
<b><u>Income</u></b>			
Service Charges Receivable		4,815	
Reserve Charges Receivable		587	
		5,402	
<b><u>Interest Received</u></b>			
Bank Interest Received		1	
<b><u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u></b>		<b><u>2,407</u></b>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****Income & Expenditure - Service Charge - Block Internal (Achilles)**

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		600	627
Window Cleaning		74	101
Door Entry System		168	224
Bulk Refuse Removal		54	149
Fire Equipment Maintenance		293	330
Aerial Maintenance		-	224
Electrical Maintenance & Repairs		2,199	262
Lightning Conductor		114	59
General Repairs & Maintenance		670	823
Dry Riser Test		-	156
Solar Panel Maintenance		-	490
<u>Professional Fees</u>			
Sundry Expenses		36	100
<u>Utilities</u>			
Electricity		(387)	1,119
<u>Contributions</u>			
Reserve Fund Contribution		587	587
<u>TOTAL EXPENDITURE</u>		<u>4,408</u>	<u>5,251</u>
<u>Income</u>			
Service Charges Receivable		4,663	
Reserve Charges Receivable		587	
		5,250	
<u>Interest Received</u>			
Bank Interest Received		1	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>843</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****Income & Expenditure - Service Charge - Block (Chain Testing)**

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		2,241	2,340
Window Cleaning		274	375
Door Entry System		636	836
Bulk Refuse Removal		1,161	558
Fire Equipment Maintenance		2,653	1,230
Aerial Maintenance		-	836
Electrical Maintenance & Repairs		2,684	974
General Repairs & Maintenance		4,268	3,062
Dry Riser Test		-	585
Key Fobs & Transmitters		1,004	-
Solar Panel Maintenance		-	980
<u>Utilities</u>			
Electricity		6,881	4,180
<u>Contributions</u>			
Reserve Fund Contribution		2,187	2,186
<u>TOTAL EXPENDITURE</u>		<u>23,989</u>	<u>18,142</u>
<u>Income</u>			
Service Charges Receivable		15,956	
Reserve Charges Receivable		2,187	
		<u>18,143</u>	
<u>Interest Received</u>			
Bank Interest Received		2	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(5,844)</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon**

**For the Accounting Period from 1st April 2020 to 31st March 2021**

**Income & Expenditure - Service Charge - Estate Churchward**

		Actual £	Budget £
<u>Grounds Maintenance</u>			
	Grounds Maintenance	(950)	-
<u>Professional Fees</u>			
	Estate Contribution	1,070	11,000
<u>TOTAL EXPENDITURE</u>		<u>120</u>	<u>11,000</u>
<u>Income</u>			
	Service Charges Receivable	10,972	
		10,972	
<u>Interest Received</u>			
	Bank Interest Received	7	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>10,859</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****Balance Sheet as at 31st March 2021**

	Notes	
		£
<b><u>ASSETS</u></b>		
Service Charges Owed		2,336
Sundry Debtors		160
Prepayments	4	34,969
Deficits for the Period		15,965
Bank	5	76,135
		129,565
<b><u>LESS: LIABILITIES</u></b>		
Service Charges Paid in Advance		64,177
Creditors	6	24,607
Accruals	7	5,110
		93,894
<b><u>NET ASSETS / (LIABILITIES)</u></b>		<u>35,671</u>
<b><u>RESERVE FUND</u></b>	3	35,671
		<u>35,671</u>

**Notes to Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****1 Accounting policies**

The accounts are prepared in accordance with the lease and on the accruals basis.

**2 Tax provided on bank interest received**

Service charge monies are held on trust in accordance with S.42 (Landlord & Tenant Act 1987). The interest earned in the year falls below the exemption level and, as such, no tax is payable

**3 Reserve Fund(s)**

The reserve fund has been established in accordance with the lease to provide funds to meet the costs of future anticipated expenditure  
A breakdown per schedule can be found in Appendix A

	£	£
Balance Brought Forward from 1st April 2020	35,406	
Reserve Fund Bank Account Interest Received	5	
Reserve Contributions	17,223	
	<hr/>	52,634
Less Expenditure	(16,963)	
	<hr/>	35,671
Reserve Fund Bank Account Total	31,034	
Net Assets due to Reserve Funds	4,637	
Balance Carried Forward as at 31st March 2021	<hr/>	35,671

**4 Prepayments**

	£
Pest Control	202
Buildings Insurance	34,767
	<hr/>
	34,969

**Notes to Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****5      Bank Balances**

	£
Bank - Reserve - Block (Apollo)	159
Bank - Reserve - Block (Artemis)	602
Bank - Reserve - Block (Chain Testing)	2,581
Bank - Reserve - Block External (Hermes/Achilles)	50
Bank - Reserve - Block Internal (Achilles)	2,150
Bank - Reserve - Block Internal (Hermes)	1,961
Bank - Reserve - Block (Olympus)	2,873
Bank - Reserve - Estate	20,658
Bank - Service Charge - Block (Apollo)	54
Bank - Service Charge - Block (Artemis)	0
Bank - Service Charge - Block (Chain Testing)	468
Bank - Service Charge - Block External (Hermes/Achilles)	0
Bank - Service Charge - Block Internal (Achilles)	4,211
Bank - Service Charge - Block Internal (Hermes)	2,103
Bank - Service Charge - Block (Olympus)	8,975
Bank - Service Charge - Estate	16,774
Bank - Service Charge - Estate Churchward	12,515
Bank - Service Charge - Parking (Heritage Plaza)	1
	76,135

All bank accounts are held in trust, in interest bearing accounts, in accordance with S.42 (Landlord & Tenant Act 1987) at:  
 Halifax Bank of Scotland (HBOS), New Uberior House, 11 Earl Grey Street, EH3 9BN

Under the title:

Account Name:	The Old Railway Quarter, Swindon Client A/C
Account Number(s):	11073565 11073661 11074162 11073864 11074066 11073960 11073768 10929065 11072669 11072765 11073362 11072968 11073266 11073063 11072861 10928863 11073469 11113062

**Notes to Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2020 to 31st March 2021****6 Creditors**

	£
Cleaning Contract	655
Bulk Refuse Removal	992
Aerial Maintenance	1,325
Roof Repairs	602
Electrical Maintenance & Repairs	304
General Repairs & Maintenance	3,412
Grounds Maintenance	1,142
Buildings Insurance	9,900
Electricity	607
Reserve Fund	5,668
	<hr/> 24,607

**7 Accruals**

	£
Bulk Refuse Removal	120
Accountancy Fees	2,671
Postage Expenses	(1,114)
Electricity	2,933
Water	500
	<hr/> 5,110

**8 Managing Agents Annual Declaration**

Residential Management Group Limited and associated Companies, in addition to acting as agent, have charged the Service Charge appropriate fees for the following services carried out during the period:

Provision of Accountancy Services  
Risk assessments and compliance with Health & Safety requirements

Appendix to Service Charge Statement of Account for The Old Railway Quarter, SwindonFor the Accounting Period from 1st April 2020 to 31st March 2021

	£	£
<b><u>Reserve - Block (Apollo)</u></b>		
Balance Brought Forward from 1st April 2020	996	
Reserve Fund Bank Account Interest Received	0	
Reserve Contributions	469	
	<hr/>	1,465
<b><u>Reserve - Block (Artemis)</u></b>		
Balance Brought Forward from 1st April 2020	561	
Reserve Fund Bank Account Interest Received	0	
Reserve Contributions	350	
Less Expenditure		
Roof Repairs	(432)	
	<hr/>	479
<b><u>Reserve - Block (Chain Testing)</u></b>		
Balance Brought Forward from 1st April 2020	3,530	
Reserve Fund Bank Account Interest Received	0	
Reserve Contributions	2,187	
Less Expenditure		
Roof Repairs	(3,348)	
	<hr/>	2,369
<b><u>Reserve - Block External (Hermes/Achilles)</u></b>		
Balance Brought Forward from 1st April 2020	711	
Reserve Fund Bank Account Interest Received	0	
Reserve Contributions	0	
Less Expenditure		
Roof Repairs	(350)	
	<hr/>	361

**Reserve - Block Internal (Achilles)**

Balance Brought Forward from 1st April 2020	865
Reserve Fund Bank Account Interest Received	0
Reserve Contributions	587
	<u>1,452</u>

**Reserve - Block Internal (Hermes)**

Balance Brought Forward from 1st April 2020	780
Reserve Fund Bank Account Interest Received	0
Reserve Contributions	587
	<u>1,367</u>

**Reserve - Block (Olympus)**

Balance Brought Forward from 1st April 2020	6,750
Reserve Fund Bank Account Interest Received	0
Reserve Contributions	3,669
Less Expenditure	
Pest Control	(2,340)
Roof Repairs	(804)
	<u>7,275</u>

**Reserve - Estate**

Balance Brought Forward from 1st April 2020	21,213
Reserve Fund Bank Account Interest Received	5
Reserve Contributions	9,374
Less Expenditure	
Reseal the Loose Lead Flashing on Hermes and Achilles	(1,740)
Replace the Intercom System	(1,660)
Insurance Valuation	(6,289)
	<u>20,903</u>