

**The Old Railway Quarter, Swindon**

**Service Charge Accounts**

**from 1st April 2022 to 31st March 2023**

The Old Railway Quarter, Swindon

from 1st April 2022 to 31st March 2023

**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 seven in respect of The Old Railway Quarter, Swindon for the year ended 31st March 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 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 sheet of the service charge accounts agrees or reconciles to the bank statement for the account(s) in which the funds are held.

Mar 1, 2024  
Date: .....

**TC Group**  
Signature: .....  
TC Group  
Chartered Accountants  
6-7 Castle Gate  
Castle Street  
Hertford  
Hertfordshire  
SG14 1HD

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

**Income and Expenditure Account Total**

		Actual £	Budget £
<b><u>Repairs &amp; Maintenance</u></b>			
Cleaning Contract		8,094	8,651
Window Cleaning		1,440	1,350
Door Entry System		9,883	5,000
Drainage, Guttering & Sewerage		5,956	2,216
Bulk Refuse Removal		3,639	3,000
Fire Equipment Maintenance		5,672	4,181
Aerial Maintenance		2,568	2,000
Roof Repairs		6,745	10,000
Electrical Maintenance & Repairs		10,273	5,000
Lightning Conductor		353	236
General Repairs & Maintenance		17,477	20,000
Pest Control		2,420	2,500
Dry Riser Test		4,019	2,100
Solar Panel Maintenance		588	2,000
<b><u>Grounds Maintenance</u></b>	Grounds Maintenance	7,113	8,873
<b><u>Insurance</u></b>	Buildings Insurance	78,608	57,236
<b><u>Professional Fees</u></b>			
Management Fees		37,972	37,972
Accountancy Fees		2,834	2,834
Health & Safety		2,356	2,083
Legal & Professional Fees		284	900
Postage Expenses		705	1,792
Sundry Expenses		-	50
<b><u>Utilities</u></b>	Electricity	34,392	15,000
<b><u>Contributions Transferred to Reserve Fund</u></b>	Reserve Fund Contribution	25,178	25,177
<b><u>TOTAL EXPENDITURE</u></b>	Note: 9	<b><u>268,569</u></b>	<b><u>220,151</u></b>
<b><u>Income</u></b>			
Service Charges Receivable		193,527	
Reserve Charges Receivable		25,178	
Legal Charges Receivable		230	
		218,935	
<b><u>Interest Received</u></b>	Bank Interest Received	127	
<b><u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING PERIOD</u></b>			<b><u>(49,507)</u></b>

Approved on Feb 29, 2024

For and on Behalf of the Landlord Naomi Hartley NaomiHartley (Feb 29, 2024 10:19 GMT)

For and on behalf of Residential Management Group Ltd

Service Charge Statement of Account for The Old Railway Quarter, SwindonFor the Accounting Period from 1st April 2022 to 31st March 2023Income & Expenditure - Service Charge - Estate

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Drainage, Guttering & Sewerage		1,680	2,000
Bulk Refuse Removal		2,916	-
Roof Repairs		252	-
General Repairs & Maintenance		6,324	2,000
Pest Control		2,420	2,500
<u>Grounds Maintenance</u>			
Grounds Maintenance		2,304	2,873
<u>Insurance</u>			
Buildings Insurance		78,608	57,236
<u>Professional Fees</u>			
Management Fees		37,972	37,972
Accountancy Fees		2,834	2,834
Health & Safety		2,356	2,083
Legal & Professional Fees		115	900
Postage Expenses		705	1,792
Sundry Expenses		-	50
<u>Contributions</u>			
Reserve Fund Contribution		14,329	14,329
<u>TOTAL EXPENDITURE</u>		<u>152,815</u>	<u>126,569</u>
<u>Income</u>			
Service Charges Receivable		111,083	
Reserve Charges Receivable		14,329	
Legal Charges Receivable		115	
		125,527	
<u>Interest Received</u>			
Bank Interest Received		63	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(27,225)</u>	

**Service Charge Statement of Account for The Old Railway Quarter, Swindon****For the Accounting Period from 1st April 2022 to 31st March 2023****Income & Expenditure - Service Charge - Block (Apollo)**

		Actual	Budget
	£	£	£
<b>Repairs &amp; Maintenance</b>			
Cleaning Contract	482	517	
Window Cleaning	86	81	
Door Entry System	914	300	
Drainage, Guttering & Sewerage	480	-	
Bulk Refuse Removal	105	143	
Fire Equipment Maintenance	254	250	
Aerial Maintenance	-	120	
Electrical Maintenance & Repairs	-	210	
General Repairs & Maintenance	480	600	
Dry Riser Test	212	126	
<b>Utilities</b>			
Electricity	1,246	896	
<b>Contributions</b>			
Reserve Fund Contribution	648	648	
<b>TOTAL EXPENDITURE</b>	<b>4,907</b>	<b>3,891</b>	
<b>Income</b>			
Service Charges Receivable	3,243		
Reserve Charges Receivable	648		
	3,891		
<b>Interest Received</b>			
Bank Interest Received	2		
<b>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</b>	<b>(1,014)</b>		

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

**Income & Expenditure - Service Charge - Block (Artemis)**

		Actual £	Budget £
<b><u>Repairs &amp; Maintenance</u></b>			
Cleaning Contract		360	388
Window Cleaning		64	61
Door Entry System		374	223
Drainage, Guttering & Sewerage		450	-
Bulk Refuse Removal		177	108
Fire Equipment Maintenance		190	188
Aerial Maintenance		-	90
Electrical Maintenance & Repairs		258	160
General Repairs & Maintenance		-	500
Dry Riser Test		164	95
<b><u>Utilities</u></b>			
Electricity		3,533	672
<b><u>Contributions</u></b>			
Reserve Fund Contribution		484	484
<b><u>TOTAL EXPENDITURE</u></b>		<b><u>6,054</u></b>	<b><u>2,969</u></b>
<b><u>Income</u></b>			
Service Charges Receivable		2,485	
Reserve Charges Receivable		484	
		2,969	
<b><u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u></b>		<b><u>(3,085)</u></b>	

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

For the Accounting Period from 1st April 2022 to 31st March 2023

Income & Expenditure - Service Charge - Block (Olympus)

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
	Cleaning Contract	3,805	4,044
	Window Cleaning	673	631
	Door Entry System	2,521	2,336
	Bulk Refuse Removal	441	1,540
	Fire Equipment Maintenance	1,981	1,955
	Aerial Maintenance	2,568	935
	Roof Repairs	3,241	6,266
	Electrical Maintenance & Repairs	2,155	2,000
	General Repairs & Maintenance	6,010	7,716
	Dry Riser Test	1,568	982
	Solar Panel Maintenance	588	667
<u>Utilities</u>			
	Electricity	17,631	7,014
<u>Contributions</u>			
	Reserve Fund Contribution	5,072	5,072
<u>TOTAL EXPENDITURE</u>		<u>48,254</u>	<u>41,158</u>
<u>Income</u>			
	Service Charges Receivable	36,086	
	Reserve Charges Receivable	5,072	
		<u>41,158</u>	
<u>Interest Received</u>			
	Bank Interest Received	4	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(7,092)</u>	

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

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

	Actual £	Budget £
<b><u>Repairs &amp; Maintenance</u></b>		
General Repairs & Maintenance	1,125	2,000
<b><u>Professional Fees</u></b>		
Legal & Professional Fees	54	-
<b><u>TOTAL EXPENDITURE</u></b>	<u>1,179</u>	<u>2,000</u>
<b><u>Income</u></b>		
Service Charges Receivable	1,793	
	<u>1,793</u>	
<b><u>Interest Received</u></b>		
Bank Interest Received	6	
<b><u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u></b>	<u>620</u>	

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

**Income & Expenditure - Service Charge - Block Internal (Hermes)**

		Actual £	Budget £
<b><u>Repairs &amp; Maintenance</u></b>			
Cleaning Contract		594	646
Window Cleaning		108	101
Door Entry System		184	374
Drainage, Guttering & Sewerage		-	108
Bulk Refuse Removal		-	360
Fire Equipment Maintenance		317	312
Aerial Maintenance		-	149
Electrical Maintenance & Repairs		270	265
Lightning Conductor		176	118
General Repairs & Maintenance		1,405	1,235
Dry Riser Test		805	156
Solar Panel Maintenance		-	333
<b><u>Utilities</u></b>			
Electricity		664	1,119
<b><u>Contributions</u></b>			
Reserve Fund Contribution		811	811
<b><u>TOTAL EXPENDITURE</u></b>		<b><u>5,334</u></b>	<b><u>6,087</u></b>
<b><u>Income</u></b>			
Service Charges Receivable		5,276	
Reserve Charges Receivable		811	
		6,087	
<b><u>Interest Received</u></b>			
Bank Interest Received		2	
<b><u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u></b>		<b><u>755</u></b>	

Service Charge Statement of Account for The Old Railway Quarter, SwindonFor the Accounting Period from 1st April 2022 to 31st March 2023Income & Expenditure - Service Charge - Block Internal (Achilles)

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		594	646
Window Cleaning		108	101
Door Entry System		64	374
Drainage, Guttering & Sewerage		3,346	108
Bulk Refuse Removal		-	179
Fire Equipment Maintenance		317	312
Aerial Maintenance		-	149
Electrical Maintenance & Repairs		450	265
Lightning Conductor		176	118
General Repairs & Maintenance		125	1,235
Dry Riser Test		250	156
Solar Panel Maintenance		-	333
<u>Utilities</u>			
Electricity		875	1,119
<u>Contributions</u>			
Reserve Fund Contribution		811	811
<u>TOTAL EXPENDITURE</u>		<u>7,116</u>	<u>5,906</u>
<u>Income</u>			
Service Charges Receivable		5,095	
Reserve Charges Receivable		811	
		5,906	
<u>Interest Received</u>			
Bank Interest Received		10	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(1,200)</u>	

Service Charge Statement of Account for The Old Railway Quarter, SwindonFor the Accounting Period from 1st April 2022 to 31st March 2023Income & Expenditure - Service Charge - Block (Chain Testing)

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Cleaning Contract		2,259	2,410
Window Cleaning		401	375
Door Entry System		5,827	1,393
Bulk Refuse Removal		-	670
Fire Equipment Maintenance		2,614	1,164
Aerial Maintenance		-	557
Roof Repairs		3,252	3,734
Electrical Maintenance & Repairs		7,140	1,100
General Repairs & Maintenance		1,896	3,214
Dry Riser Test		1,021	585
Solar Panel Maintenance		-	667
<u>Utilities</u>			
Electricity		10,444	4,180
<u>Contributions</u>			
Reserve Fund Contribution		3,023	3,022
<u>TOTAL EXPENDITURE</u>		<u>37,877</u>	<u>23,071</u>
<u>Income</u>			
Service Charges Receivable		20,051	
Reserve Charges Receivable		3,023	
		-----	23,074
<u>Interest Received</u>			
Bank Interest Received		5	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>(14,798)</u>	

Service Charge Statement of Account for The Old Railway Quarter, SwindonFor the Accounting Period from 1st April 2022 to 31st March 2023Income & Expenditure - Service Charge - Estate Churchward

		Actual £	Budget £
<u>Repairs &amp; Maintenance</u>			
Electrical Maintenance & Repairs		-	1,000
General Repairs & Maintenance		108	1,500
<u>Grounds Maintenance</u>			
Grounds Maintenance		4,810	6,000
<u>Professional Fees</u>			
Legal & Professional Fees		115	-
<u>TOTAL EXPENDITURE</u>		<u>5,033</u>	<u>8,500</u>
<u>Income</u>			
Service Charges Receivable		8,415	
Legal Charges Receivable		115	
		<u>8,530</u>	
<u>Interest Received</u>			
Bank Interest Received		35	
<u>SURPLUS/(DEFICIT) AT END OF ACCOUNTING YEAR</u>		<u>3,532</u>	

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

**Balance Sheet as at 31st March 2023**

	Notes	£	£
<b><u>ASSETS</u></b>			
Service Charges Owed		8,714	
Sundry Debtors		486	
Prepayments	4	41,363	
Deficits for the Period		49,507	
Bank	5	37,772	
			<u>137,842</u>
<b><u>LESS: LIABILITIES</u></b>			
Service Charges Paid in Advance		25,414	
Creditors	6	37,152	
Accruals	7	16,212	
			<u>78,778</u>
<b><u>NET ASSETS / (LIABILITIES)</u></b>			<u>59,064</u>
<b><u>RESERVE FUND</u></b>	3	59,064	
			<u>59,064</u>

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

**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 2022	40,714	
Reserve Fund Bank Account Interest Received	162	
Reserve Contributions	25,178	
	<hr/>	66,054
Less Expenditure	(6,990)	
	<hr/>	59,064
Reserve Fund Bank Account Total	15,382	
Net Assets due to Reserve Funds	43,682	
Balance Carried Forward as at 31st March 2023	<hr/>	59,064

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

**4 Prepayments**

	£
Buildings Insurance	41,150
Pest Control	213
	<hr/> <u>41,363</u>

**5 Bank Balances**

	£
Bank - Reserve - Block (Apollo)	1,141
Bank - Reserve - Block (Artemis)	28
Bank - Reserve - Block (Chain Testing)	3,219
Bank - Reserve - Block External (Hermes/Achilles)	1,371
Bank - Reserve - Block Internal (Achilles)	3,528
Bank - Reserve - Block Internal (Hermes)	3,286
Bank - Reserve - Block (Olympus)	1,717
Bank - Reserve - Estate	1,092
Bank - Service Charge - Block (Apollo)	372
Bank - Service Charge - Block (Artemis)	106
Bank - Service Charge - Block (Chain Testing)	2,003
Bank - Service Charge - Block External (Hermes/Achilles)	644
Bank - Service Charge - Block Internal (Achilles)	414
Bank - Service Charge - Block Internal (Hermes)	338
Bank - Service Charge - Block (Olympus)	2,889
Bank - Service Charge - Estate	10,177
Bank - Service Charge - Estate Churchward	5,447
Bank - Service Charge - Parking (Heritage Plaza)	0
	<hr/> <u>37,772</u>

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 Superior 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 2022 to 31st March 2023**

**6 Creditors**

	£
Asset Management	275
Cleaning Contract	1,349
Door Entry System	534
Drainage, Guttering & Sewerage	480
Electrical Maintenance & Repairs	5,688
Electricity	3,801
Fire Equipment Maintenance	3,004
General Repairs & Maintenance	4,369
Grounds Maintenance	3,557
Health & Safety	2,356
Lightning Conductor	118
Management Fees	9,493
Postage Expenses	448
Roof Repairs	1,322
Window Cleaning	358
	<hr/> <u>37,152</u>

**7 Accruals**

	£
Accountancy Fees	2,834
Bulk Refuse Removal	636
Door Entry System	456
Electricity	8,429
Postage Expenses	(1,087)
Reserve Fund	4,944
	<hr/> <u>16,212</u>

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

**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

**9 Section 20B Notification**

Pursuant to Section 20B of the Landlord & Tenant Act 1985 (As Amended) notice is hereby given that the costs detailed in the Income & Expenditure account have been incurred in the period and that the lessees will be required to contribute to them by payment of an additional Service Charge to the extent that they exceed amounts already paid on account.

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

**For the Accounting Period from 1st April 2022 to 31st March 2023**

£ £

**Reserve - Block (Apollo)**

Balance Brought Forward from 1st April 2022	1,934
Reserve Fund Bank Account Interest Received	4
Reserve Contributions	648
Less Expenditure	
Cladding Assessment	(420)
	<b>2,166</b>

**Reserve - Block (Artemis)**

Balance Brought Forward from 1st April 2022	829
Reserve Fund Bank Account Interest Received	5
Reserve Contributions	484
Less Expenditure	
Cladding Assessment	(420)
	<b>898</b>

**Reserve - Block (Chain Testing)**

Balance Brought Forward from 1st April 2022	4,556
Reserve Fund Bank Account Interest Received	21
Reserve Contributions	3,023
Less Expenditure	
Cladding Assessment	(420)
	<b>7,180</b>

**Reserve - Block External (Hermes/Achilles)**

Balance Brought Forward from 1st April 2022	361
Reserve Fund Bank Account Interest Received	5
Reserve Contributions	0
Less Expenditure	
Cladding Assessment	(366)
	<b>0</b>

**Reserve - Block Internal (Achilles)**

Balance Brought Forward from 1st April 2022	2,039
Reserve Fund Bank Account Interest Received	12
Reserve Contributions	811
	<b>2,862</b>

**Reserve - Block Internal (Hermes)**

Balance Brought Forward from 1st April 2022	1,954
Reserve Fund Bank Account Interest Received	11
Reserve Contributions	811
	<b>2,776</b>

**Reserve - Block (Olympus)**

Balance Brought Forward from 1st April 2022	2,557
Reserve Fund Bank Account Interest Received	34
Reserve Contributions	5,072
Less Expenditure	
Cladding Assessment	(420)
	<b>7,243</b>

**Reserve - Estate**

Balance Brought Forward from 1st April 2022	26,484
Reserve Fund Bank Account Interest Received	70
Reserve Contributions	14,329
Less Expenditure	
Paving Slab Works	(4,944)
	<b><u>35,939</u></b>