

Service Charge Accounts

Highland Court (Woodford) Limited
For the period 1 July 2020 to 24 June 2021

Prepared by Harwood Hutton

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Directory

Highland Court (Woodford) Limited For the period 1 July 2020 to 24 June 2021

Registered Address

22 Wycombe End

Beaconsfield

Bucks

HP9 1NB

Directors

C Hunt

J Clavey

D Hammond

T Rich

Properties Included

Flats 1-38, Highland Court, Gordon Road, South Woodford, London, E18 1RE

Accountants Report

Highland Court (Woodford) Limited For the period 1 July 2020 to 24 June 2021

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 Leases for Highland Court (Woodford) Limited. In accordance with 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 5 to 9 in respect of Highland Court (Woodford) Limited for the period ended 24 June 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 Association 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 Association and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association 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 Association;
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 Highland Court (Woodford) Limited shown in the service charge accounts agreed or reconciled to the bank statements for the accounts 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 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 in the service charge accounts agrees or reconciles to the bank statement for the accounts in which the funds are held.

Signature.....

Harwood Hutton Limited

Date

22 Wycombe End, Beaconsfield, Buckinghamshire.HP9 1NB

Service Charge Income and Expenditure Account

Highland Court (Woodford) Limited

For the period 1 July 2020 to 24 June 2021

	1 JUL 2020-24 JUN 2021	30 JUN 2020
Income relating to the period		
Service Charges Receivable	45,600.00	45,700.00
Total Income relating to the period	45,600.00	45,700.00
Other Income		
Bank interest received	54.06	81.50
Right of way charges	284.20	250.47
Sundry income	50.00	289.80
Total Other Income	388.26	621.77
Service charge expenditure		
Administrative expenses		
Accountancy & administration		
Accountancy & administration fees	4,895.99	5,498.39
Accountancy & administration fees - Court refund adjustment	-	(498.48)
Total Accountancy & administration	4,895.99	4,999.91
Cleaning & general maintenance	10,666.27	11,461.29
Directors & officers insurance	442.83	375.82
Electricity	2,922.00	1,954.16
General insurance	6,101.05	6,072.50
Intercom System		
Intercom System	10,000.00	-
Total Intercom System	10,000.00	-
Legal & professional		
Legal & professional fees	436.00	984.00
Legal & professional fees - Court settlement	-	(1,185.00)
Total Legal & professional	436.00	(201.00)
Printing, postage, stationery	75.00	-
Repairs and maintenance	1,828.81	10,720.05
Roof repairs & repainting		
Roof Repairs & repainting	-	10,600.00
Total Roof repairs & repainting	-	10,600.00
Subscriptions	40.00	-
Sundry expenses	-	100.00
Wall & coping stone repairs	-	31,950.00
Zoom expenses	28.78	-
PPE equipment	78.50	-
Total Administrative expenses	37,515.23	78,032.73
Total Service charge expenditure	37,515.23	78,032.73

	1 JUL 2020-24 JUN 2021	30 JUN 2020
Surplus/ (deficit) for year	8,473.03	(31,710.96)
Net surplus/ (deficit) c/fwd	8,473.03	(31,710.96)
Surplus/(Deficit)		
Transfer to/(from) Reserves	8,473.03	(31,710.96)
Total Surplus/(Deficit)	8,473.03	(31,710.96)

Balance Sheet

Highland Court (Woodford) Limited As at 24 June 2021

	NOTES	24 JUN 2021	30 JUN 2020
Assets			
Assets			
Fixed assets			
Freehold Property		9,086.00	9,086.00
Total Fixed assets		9,086.00	9,086.00
Current Assets			
Bank			
Barclays Current Account		27,162.09	18,610.39
Virgin Business Access Account		10,123.46	10,069.92
HH Client Account		4,632.71	4,915.43
Total Bank		41,918.26	33,595.74
Prepayments		3,364.74	2,172.40
Trade Debtors			
Trade debtors		2,050.00	3,665.00
Trade debtors adjustment		100.00	100.00
Service Charges in arrears		102.29	102.29
Total Trade Debtors		2,252.29	3,867.29
Total Current Assets		47,535.29	39,635.43
Total Assets		56,621.29	48,721.43
Total Assets		56,621.29	48,721.43
Creditors: amounts falling due within one year			
Current Liabilities			
Other creditors			
Accruals		1,656.82	2,229.99
Amounts due to owners		480.00	480.00
Total Other creditors		2,136.82	2,709.99
Total Current Liabilities		2,136.82	2,709.99
Total Creditors: amounts falling due within one year		2,136.82	2,709.99
Net current assets (liabilities)		45,398.47	36,925.44
Total assets less current liabilities		54,484.47	46,011.44
Net Assets		54,484.47	46,011.44
Capital and reserves			
Ordinary share capital		951.00	951.00
Reserves			
Roof Reserve		8,260.00	8,260.00
Redecorating Reserve		790.80	790.80

	NOTES	24 JUN 2021	30 JUN 2020
CCTV Reserve		-	95.44
General reserve		34,696.67	26,128.20
Other reserve		9,786.00	9,786.00
Total Reserves		53,533.47	45,060.44
Total Capital and reserves		54,484.47	46,011.44

This statement of account was approved by Clinton Hunt and signed on behalf of Highland Court (Woodford) Limited.

SIGN:

DATE:/...../.....

NAME: Clinton Hunt
Director

Note to the Service Charges Accounts

Highland Court (Woodford) Limited

For the period 1 July 2020 to 24 June 2021

1. Accounting Policies

a) Basis of Preparation

The Service charge accounts have been prepared in accordance with the leases and on an accruals basis under the historical cost convention.

b) Service charges receivable

The Service charges receivable as shown in the service charge income and expenditure account represents amounts demanded in respect of the period.

2. Cash at Bank

Service charge money is held on trust in accordance with section 42, Landlord and Tenant Act 1987.

The interest earned in the year falls below the exemption level and, as such, no tax is payable.

3. Reserves

The reserve funds are an allowance for future costs associated with unknown major expenditure at the development.

The funds will build up over a number of years to ensure that when major expenditure is required sufficient funds will be available to meet the expenditure, and so minimise the need to raise additional levies upon residents.

	Roof reserve	Redecorating reserve	CCTV reserve	General reserve	Other reserve	Total
Balance brought forward at 1 July 2020 Surplus	£8,260.00	£790.80	£95.44	£26,128.20	£9,786.00	£45,060.44
(Used in the year)/Transfer for the year Surplus			£(95.44)	£8,568.47		£8,473.03
Balance carried forward at 24 June 2021 Surplus	£8,260.00	£790.80	£0.00	£34,696.67	£9,786.00	£53,533.47