

BRAYBANK ESTATES
SERVICE CHARGE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

BRAYBANK ESTATES

GENERAL INFORMATION

Management company	Braybank Estates Limited
Managing agent	Cleaver Property Management
Accountants	Kirk Rice LLP Victoria House 178-180 Fleet Road Fleet Hampshire GU51 4DA
Address	Old Mill Lane Bray -On-Thames Berkshire SL6 2BH

BRAYBANK ESTATES

CONTENTS

	Page
Accountants' report	1
Client approval certificate	2
Income and expenditure account	3
Balance sheet	4
Notes to the service charge accounts	5

BRAYBANK ESTATES

ACCOUNTANTS' REPORT TO

BRAYBANK ESTATES

Accountant's report of factual findings to the managing agent of Old Mill Lane, Bray -On-Thames, Berkshire, SL6 2BH.

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 Braybank Estates. In accordance with our engagement letter, we have performed the procedures agreed with you and enumerated below with respect to the service charge statement of account set out on pages 3 to 5 in respect of Braybank Estates for the year ended 31 December 2023.

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 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. to check whether the figures contained in the information were extracted correctly from the accounting records maintained by or on behalf of the tenants;
2. to check, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
3. to check whether all service charge monies for this property are held in a designated account with HSBC bank and the balance reconciled to the fund balance shown on page 4 of the statement of account.

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 all service charge monies for the property were held in a designated account with HSBC bank and the balance reconciled to the fund balance shown on page 4 of the statement of account.

Kirk Rice LLP

.....
Victoria House
178-180 Fleet Road
Fleet
Hampshire
GU51 4DA

BRAYBANK ESTATES

CLIENT APPROVAL CERTIFICATE

FOR THE YEAR ENDED 31 DECEMBER 2023

In accordance with the terms of engagement of Kirk Rice LLP, we approve the financial statements for the year ended 31 December 2023 which comprise the Income and expenditure account, the Balance sheet, and the related notes. We acknowledge our responsibility for the financial statements, including the appropriateness of the accounting basis as set out in note 1, and for providing Kirk Rice LLP with all information and explanations necessary for their compilation.

.....
Director, Braybank Estates Limited

Date:

BRAYBANK ESTATES**INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 DECEMBER 2023**

	£	2023 £	£	2022 £
Income				
Service charges		245,189		233,215
Other operating income				
Interest receivable		1,098		166
Expenditure				
Wages and salaries	17,352		16,283	
Social security costs	2,318		2,184	
Management charge	18,600		15,254	
Cleaning	19,831		19,244	
Power, light and heat	19,690		14,213	
Property repairs and maintenance	52,380		19,527	
Gardening	37,114		53,490	
Drainage repairs	4,364		456	
Gates	2,546		1,795	
Legal and professional fees	1,380		1,245	
Accountancy	2,970		2,940	
Bank charges	64		140	
Insurance	23,866		25,036	
Printing and stationery	5		5	
Telephone	833		(8)	
Sundry expenses	1,212		2,115	
Major works	-		26,859	
Bank loan interest	4,493		6,323	
		(209,018)		(207,101)
Surplus		37,269		26,280

BRAYBANK ESTATES**BALANCE SHEET****AS AT 31 DECEMBER 2023**

	Notes	2023 £	£	2022 £	£
Current assets					
Service charges receivable		11,612		4,089	
Other debtors		-		16	
Prepayments		20,281		14,036	
Bank premium account		65,231		82,336	
Shareholders' bank account		52,057		50,958	
Cash in hand		300		300	
		<u>149,481</u>		<u>151,735</u>	
Current liabilities					
Service charges paid in advance		19,054		44,958	
Braybank Estates Limited		105,686		143,076	
Accruals		29,320		5,549	
		<u>154,060</u>		<u>193,583</u>	
Net current liabilities			<u>(4,579)</u>		<u>(41,848)</u>
Financed by:					
Reserve fund	2		<u>(4,579)</u>		<u>(41,848)</u>

This statement of account was approved and signed on behalf of Braybank Estates Limited by:

Name (Print).....

Signed.....

Date:

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

The accounts are prepared on the accruals basis.

2 Reserve fund

	2023	2022
	£	£
Opening balance	(41,848)	(68,128)
Surplus	37,269	26,280
	<hr/>	<hr/>
Closing balance	(4,579)	(41,848)
	<hr/> <hr/>	<hr/> <hr/>

The reserve fund has been established to provide funds in order to pay for major repairs which are expected to arise in the future. The present level of the reserve fund may prove insufficient, given the uncertainty as to when such costs may arise. Any shortfall in these funds resulting from expenditure incurred will be charged to the lessees in accordance with the lease.

3 Surplus

The service charge for the year ended with an overall surplus of £37,269 as the income of £246,287 (i.e. service charges invoiced to leaseholders plus interest) was more than the total expenditure of £209,018.

In accordance with the lease or deed of transfer, any Service Charge surplus should be credited to Leaseholders based on their Service Charge apportionment. However, the Directors have unanimously agreed to go against the lease treatment and transfer the surplus to the reserves.