

**Unaudited Financial Statements for the Year Ended 31 December 2015**

**for**

**Ottershaw Park Estate - Service Charge**

**Ottershaw Park Estate - Service Charge**

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for the Year Ended 31 December 2015**

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**Ottershaw Park Estate - Service Charge**

**Income and Expenditure Account**  
**for the Year Ended 31 December 2015**

|   | Notes | 31.12.15<br>£ | 31.12.14<br>£ |
|---|-------|---------------|---------------|
| <b>TURNOVER</b>   |       | 18,220        | 18,645        |
| Administrative expenses                                   |       | <u>10,970</u> | <u>16,551</u> |
| <b>OPERATING SURPLUS</b>                                  | 2     | 7,250         | 2,094         |
| Interest receivable and similar income                    |       | <u>441</u>    | <u>127</u>    |
| <b>SURPLUS ON ORDINARY ACTIVITIES<br/>BEFORE TAXATION</b> |       | 7,691         | 2,221         |
| Tax on surplus on ordinary activities                     | 3     | -             | -             |
| <b>SURPLUS FOR THE FINANCIAL YEAR</b>                     | 4     | <u>7,691</u>  | <u>2,221</u>  |

**Ottershaw Park Estate - Service Charge**  
**Balance Sheet**  
**31 December 2015**

|  | Notes | 31.12.15<br>£ | 31.12.14<br>£ |
|--|-------|---------------|---------------|
| <b>CURRENT ASSETS</b>                        |       |               |               |
| Debtors                                      | 2     | 80,795        | 80,911        |
| <b>CREDITORS</b>                             |       |               |               |
| Amounts falling due within one year          | 3     | <u>2,426</u>  | <u>10,233</u> |
| <b>NET CURRENT ASSETS</b>                    |       | <u>78,369</u> | <u>70,678</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>78,369</u> | <u>70,678</u> |
| <b>RESERVES</b>                              |       |               |               |
| Income and expenditure account               | 4     | <u>78,369</u> | <u>70,678</u> |
|  |       | <u>78,369</u> | <u>70,678</u> |

The financial statements were approved by the Board of Directors of Ottershaw Park Estate Company Limited on 22 March 2016 and were signed by:

N J Eastment  
 .....  
 Director

## Ottershaw Park Estate - Service Charge

### Notes to the Financial Statements for the Year Ended 31 December 2015

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention.

#### 2. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|  | 31.12.15      | 31.12.14      |
|--|---------------|---------------|
|  | £             | £             |
| Ottershaw Park Woodland Limited                | 1,353         | 1,353         |
| Ottershaw Park Estate Company Limited (note A) | 78,682        | 78,838        |
| Prepayments                                    | 760           | 710           |
| Sundry Debtor                                  | -             | 10            |
|  | <u>80,795</u> | <u>80,911</u> |

A. Service charge money is held in bank accounts in the name of Ottershaw Park Estate Company Limited

#### 3. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|   | 31.12.15     | 31.12.14      |
|---|--------------|---------------|
|   | £            | £             |
| Service charges received in advance       | 1,750        | 4,500         |
| Runnymede Borough Council – sewerage work | -            | 5,056         |
| Accruals                                  | 676          | 677           |
|   | <u>2,426</u> | <u>10,233</u> |

The long standing amount of £5,056 due to Runnymede Borough Council has not been claimed by Runnymede Borough Council and has, therefore, been written off during the year.

#### 4. RESERVES

|                      | Income and expenditure account<br>£ |
|----------------------|-------------------------------------|
| At 1 January 2015    | 70,678                              |
| Surplus for the year | <u>7,691</u>                        |
| At 31 December 2015  | <u>78,369</u>                       |

**Ottershaw Park Estate - Service Charge**

**Detailed Income and Expenditure Account  
for the Year Ended 31 December 2015**

|                                | 31.12.15          |              | 31.12.14          |              |
|--------------------------------|-------------------|--------------|-------------------|--------------|
|                                | £                 | £            | £                 | £            |
| <b>Turnover</b>                |                   |              |                   |              |
| Maintenance charges            | 18,000            |              | 18,000            |              |
| Costs levied and sundry income | <u>220</u>        |              | <u>645</u>        |              |
|                                |                   | 18,220       |                   | 18,645       |
| <b>Other income</b>            |                   |              |                   |              |
| Deposit account interest       |                   | <u>441</u>   |                   | <u>127</u>   |
|                                |                   | 18,661       |                   | 18,772       |
| <b>Expenditure</b>             |                   |              |                   |              |
| Insurance                      | 2,757             |              | 2,708             |              |
| Light and heat                 | 657               |              | 594               |              |
| Post stationery and telephone  | 36                |              | 284               |              |
| Repairs and renewals           | 4,596             |              | 10,880            |              |
| Drainage                       | (916)             |              | 671               |              |
| Roads and verges               | -                 |              | 237               |              |
| Woodland maintenance           | 2,875             |              | 270               |              |
| Sundry expenses                | 124               |              | 257               |              |
| Accountancy                    | 741               |              | 650               |              |
| Legal fees                     | 100               |              | -                 |              |
|                                | <u>          </u> | 10,970       | <u>          </u> | 16,551       |
| <b>NET SURPLUS</b>             |                   | <u>7,691</u> |                   | <u>2,221</u> |

**Accountant's report of factual findings to the Landlord of  
OTTERSHAW PARK ESTATE**

We have performed the procedures agreed with you and enumerated below with respect to the service charge statement of account set out on pages 1 to 4 in respect of Ottershaw Park Estate for the year ended 31 December 2015.

This report is made to the Landlord for issue with the service charge supplementary information. 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 on this report.

**Basis of report**

The procedure we carried out with respect to the service 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 Landlord.
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 designated accounts as stated in note 2A and the balances reconciled to the fund balance shown on page 3 of the statement of account.

These procedures did not constitute an audit in accordance with International Standards on Auditing (UK and Ireland) and were not designed to provide any assurance regarding whether the amounts charged are a reasonable amount for the services, or whether those services were provided effectively.

**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 the designated account named in note 2A and the balances reconciled to the fund balance shown on page 2 of the statement of account.

Signed:

Date:

Henibay Limited  
20 Hereford Close  
Laleham, Staines  
Surrey  
TW18 2SA