



**21100 Becketts Grove Ph 2**

**Service Charge Accounts**

**31st December 2024**



## **21100 Becketts Grove Ph 2**

**31st December 2024**

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**21100 Beckets Grove Ph 2**

**Service Charge Accounts Information**

**31st December 2024**

<b>Landlord</b>	Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited c/o Firstport Property Management Queensway House 11 Queensway New Milton Hampshire BH25 5NR
<b>Managing Agent</b>	Firstport Property Management Queensway House 11 Queensway New Milton Hampshire BH25 5NR
<b>Accountants</b>	PASS Service Charge Accountants Limited Phoenix Centre Gods Blessing Lane Holt Wimborne Dorset BH21 7DF

# 21100 Becketts Grove Ph 2

## Accountants Certificate

**For the Accounting period from  
1st January 2024 to 31st December 2024**

Accountants' report of factual findings to the Managing Agents of the property named above.

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 above named property. In accordance with our engagement letter we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts for the period as stated above 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 Agents for issue with the service charge supplementary information in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the Managing Agents and for no further purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Managing Agents for our work or for this report.

### Basis of report

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



Andrew Wawrzyniak FCA

12/11/2025

DATE: \_\_\_\_\_

co. PASS Service Charge Accountants Limited  
Phoenix Centre  
Gods Blessing Lane  
Holt  
Wimborne  
BH21 7DF

## 21100 Beckets Grove Ph 2

### Accounts for the year ended 31st December 2024

#### Income & Expenditure Account

#### Service Charge

	Note	2024 Actual	2024 Budget	Variance	2023 Actual
<b>Income</b>					
Service Charge Income		71,598.08	71,596.00	2.08	72,689.95
		<u>71,598.08</u>	<u>71,596.00</u>	<u>2.08</u>	<u>72,689.95</u>
<b>Expenditure</b>					
<b>Communal Services</b>					
Insurance		1,716.65	4,474.00	2,757.35	4,207.27
Insurance Revaluation		646.00	646.00	-	646.00
H&S and Risk Assessments		1,066.92	1,067.00	0.08	1,232.56
Electricity		(939.48)	600.00	1,539.48	978.00
Water & Sewerage		-	85.00	85.00	-
Window Cleaning		-	120.00	120.00	-
Cleaning		795.12	700.00	(95.12)	779.04
Grounds Maintenance		13,962.04	25,407.00	11,444.96	13,314.03
<b>Repairs &amp; Maintenance</b>					
Fire Safety Maintenance		2,224.25	-	(2,224.25)	-
General Maintenance		3,238.07	5,580.00	2,341.93	1,270.31
<b>Reserve Funds</b>					
General Reserve Fund	4	1,480.00	1,480.00	-	2,120.00
Equipment Reserves	5	1,340.00	1,340.00	-	1,160.00
<b>Professional Fees</b>					
Management Fees	7	27,944.00	27,944.00	-	27,944.00
Accounting Fees		819.00	819.00	-	906.00
Company Secretarial Fees		645.00	645.00	-	610.00
Accounts Preparation Fees		689.00	689.00	-	689.00
<b>Total Expenditure</b>		<u>55,626.57</u>	<u>71,596.00</u>	<u>15,969.43</u>	<u>55,856.21</u>
<b>Surplus</b>		<u>15,971.51</u>	<u>-</u>	<u>15,971.51</u>	<u>16,833.74</u>

**21100 Becketts Grove Ph 2**  
**Analysis of Blocks**  
**For the Accounting Period from**  
**1st January 2024 to 31st December 2024**

	Sch 1 - Apartment	Sch 2- Courtyard Charge	Sch 3 - General Reserve Apartment	Sch 4 - General Reserve Courtyard	Sch 5 - General Reserve Estate	Sch 6 - Estate	Sch 7 - Equipment Reserve Apartment	Sch 8 - Equipment Reserve Courtyard	Sch 9 - Equipment Reserve Estate	Total
Notes										
<b>Income</b>	£	£	£	£	£	£	£	£	£	£
Service Charge Income	5929.98	203.01	360.00	120.00	1000.03	62645.02	180.00	160.01	1000.03	71598.08
	5929.98	203.01	360.00	120.00	1000.03	62645.02	180.00	160.01	1000.03	71598.08
<b>Expenditure</b>										
Accounts Prep Fee	65.00	65.00	-	-	-	559.00	-	-	-	689.00
Audit Fee	-	-	-	-	-	819.00	-	-	-	819.00
Cleaning	795.12	-	-	-	-	-	-	-	-	795.12
Companies Secretarial Fee	-	-	-	-	-	645.00	-	-	-	645.00
Electricity	(939.48)	-	-	-	-	-	-	-	-	(939.48)
Fire Systems Maintenance	2224.25	-	-	-	-	-	-	-	-	2224.25
Grounds Maintenance	-	58.00	-	-	-	13904.04	-	-	-	13962.04
Health and Safety	1066.92	-	-	-	-	-	-	-	-	1066.92
Insurance	345.29	-	-	-	-	1371.36	-	-	-	1716.65
Insurance Revaluation	51.00	-	-	-	-	595.00	-	-	-	646.00
Maintenance & Repairs	71.69	-	-	-	-	3166.38	-	-	-	3238.07
Management Fees	992.00	-	-	-	-	26952.00	-	-	-	27944.00
Reserve Contribution	-	-	360.00	120.00	1000.00	-	180.00	160.00	1000.00	2820.00
Total Expenditure	4671.79	123.00	360.00	120.00	1000.00	48011.78	180.00	160.00	1000.00	55626.57
Surplus/(Deficit) for the Year	1258.19	80.01	(0.00)	0.00	0.03	14633.24	(0.00)	0.01	0.03	15971.51
<b>Total Budget for the Year</b>	<b>5930.00</b>	<b>203.00</b>	<b>360.00</b>	<b>120.00</b>	<b>1000.00</b>	<b>62643.00</b>	<b>180.00</b>	<b>160.00</b>	<b>1000.00</b>	<b>71596.00</b>

## 21100 Beckets Grove Ph 2

### Balance Sheet as at 31st December 2024

	Notes	2024 £	2023 £
<b>Assets</b>			
Cash at Bank	3	52,169.75	70,587.61
Service Charge Debtors		3,739.00	1,099.54
Other Debtors		15,524.85	14,840.85
Prepayments		1,250.92	1,767.51
		<b>72,684.52</b>	<b>88,295.51</b>
<b>Liabilities</b>			
Other Creditors		5,554.17	2,019.63
Surplus for the Period		15,971.51	16,833.74
Service Charge Received in Advance		19,419.10	38,727.53
Accruals		8,024.22	9,819.09
		<b>48,969.00</b>	<b>67,399.99</b>
<b>NET ASSETS</b>		<b>23,715.52</b>	<b>20,895.52</b>

### Represented by:-

General Reserve Fund	4	15,053.21	13,573.21
Equipment Reserve Fund	5	8,662.31	7,322.31
		<b>23,715.52</b>	<b>20,895.52</b>

*C Batchelor*

For and on behalf of Firstport Limited  
November 2025

## Notes to the Service Charge Accounts

### 21100 Becketts Grove Ph 2

for the Year Ended 31 December 2024

#### 1 Accounting Policies

a The Accounts have been drawn up on the historic costs basis, using the accruals concept.

b The Leases provide for a Reserve Fund to be maintained for future anticipated expenditure.

The Reserve Fund has been established to meet the cost of large and non-regular repairs and maintenance work. Any shortfall in these funds resulting from expenditure incurred will be charged to the Income and Expenditure Account. The movements on the Reserve are shown on the Balance Sheet.

#### 2 Service Charge Accounts format

Under the provisions of the Commonhold & Leasehold Reform Act 2002 Service Charge accounts are required to be presented in a prescribed format. The legislation to bring this part of the legislation into force has not been passed and the government has indicated that they are now not intending to do so. However, the prescribed format has been adopted for these accounts as we believe this to be in line with best practice.

#### 3 Bank Account

All Client Monies were held by way of a statutory trust, in a designated Client Bank Account at Barclays plc, Lymington High Street Branch, under the title Firstport Property Services No.6 Limited - 21100 Client Service Charge - Becketts Grove Ph2 (Wymondham), in accordance with Section 42 and Section 42A of the Landlord and Tenant Act 1987. The account is interest bearing and there are no restrictions on withdrawals. Firstport Property Management Limited also operate common bank accounts, through which receipts and payments are received and made before being transferred to the scheme bank account. These accounts are also held in a designated Client Bank Account at Barclays plc, Lymington High Street Branch, under the title Firstport Property Management Limited Client Payments, Client Receipts or Standing Order accounts in accordance with Section 42 and Section 42A of the Landlord and Tenant Act 1987.

<b>4 General Reserve Fund</b>	<b>£</b>	<b>£</b>
<b>Balance Brought Forward</b>		13,573.21
<b>Provision in Period</b>		
Contribution in the Period	1,480.00	1,480.00
<b>Balance Carried Forward</b>		15,053.21
<b>5 Equipment Reserve Fund</b>	<b>£</b>	<b>£</b>
<b>Balance Brought Forward</b>		7,322.31
<b>Provision in Period</b>		
Contribution in the Period	1,340.00	1,340.00
<b>Balance Carried Forward</b>		8,662.31

#### 6 Tax on Interest received

A Service Charge Trust has been established by Section 42 of the Landlord & Tenant Act 1987 and the Lease. Interest earned on service charge monies held on deposit is taxable at the basic rate of income tax. The rate of tax applied to interest received during the year was 20% (2023: 20%).

#### 7 Income & Related Income Or Other Benefits

Firstport Property Management Limited have earned the following income (incl.VAT) relating to the Service Charge as a result of our management of Becketts Grove Ph2 in the year,

		2024
		£
Accounts Preparation Fees	Firstport Property Management Limited	689.00
Company Secretarial Fees	Firstport Property Management Limited	645.00
Insurance	Firstport Property Management Limited	97.44
Management Fees	Firstport Property Management Limited	27,944.00



## 21100 Beckets Grove Ph 2

### Balance Sheet Breakdowns

#### Other Debtors

Corporate Control Account	189.10
Duplicate Invoice Under Investigation	570.00
Fees B/Fwd Prior Qube	112.00
Invoice for Kingswood Heath (Colchester)	114.00
Other Debtors B/Fwd	14539.75
	<u><b>15524.85</b></u>

#### Other Creditors

Inter Development Transfer	1464.00
Site Income	1466.47
Tax Provision	2623.70
	<u><b>5554.17</b></u>

#### Prepayments

Accounts Preparation Fees	37.93
General Maintenance	159.51
Insurance	1053.48
	<u><b>1250.92</b></u>

#### Accruals

Accountancy Fee - 2021	330.00
Accountancy Fee - 2024	819.00
Electricity	124.69
Fire Safety Maintenance	198.00
Grounds Maintenance	58.00
H&S Risk Assessment	4345.86
Insurance	156.67
Insurance Revaluation	1938.00
Legal & Professional Fees	54.00
	<u><b>8024.22</b></u>