

Dettingen Park  
Service Charge Accounts  
29 February 2012

**Dettingen Park  
Report and accounts  
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**Dettingen Park  
Company Information**

**Directors**

Mr R Forster

Mr J Curtis

Mr P Deach

Mr A Franklin - resigned 26 April 2011

Mr D Franks

Mr D Hoffman

Mr K Rowland

**Secretary**

itsyourplace Ltd

**Managing Agents**

itsyourplace Ltd

Centaur House

Ancells Road

Fleet

GU51 2UJ

**Auditors**

TTCA Ltd

269 Farnborough Road

Farnborough

Hants

GU14 7LY

**Registered office**

Centaur House

Ancells Road

Fleet

GU51 2UJ

**Registered number**

07134273

**Dettingen Park  
Directors' Report**

The directors present their report and accounts for the year ended 29 February 2012.

**Principal activities**

The company's principal activity during the year continued to be that of the administration of a Residents' Association.

**Directors**

The following persons served as directors during the year:

Mr R Forster  
Mr J Curtis  
Mr P Deach  
Mr A Franklin - resigned 26 April 2011  
Mr D Franks  
Mr D Hoffman  
Mr K Rowland

**Financial Reporting**

The company is duly registered at Companies House as a private company limited by guarantee. The company is considered to be dormant and non trading and acts as a trustee to deal with the service charges due from:

Brock Close  
Stickledown  
Drifters Drive  
Strawberry Court  
Crofters Close  
Dettingen Crescent  
Earl of Chester Drive  
Swordsman's Road  
Durham Drive

**Summary of costs**

	£
A) Costs in respect of which no demand for payment was received during the year	3,604
B) Costs in respect of which a demand for payment was received but no payment made prior to the end of the year	2,082
C) Costs in respect of which a demand for payment was received and payment was made prior to the end of the year	118,426
D) Contribution to/from reserves	4,279
<b>Total</b>	<u><u>128,391</u></u>

**Disclosure of information to auditors**

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant audit information of which the company's auditor is unaware; and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

**Dettingen Park  
Directors' Report**

**Small company provisions**

This report has been prepared in accordance with the provisions of ICAEW Technical Release 'Tech 03/11' relating to residential service charge accounts.

This report was approved by the board on 15 May 2012 and signed on its behalf.

Mr P Deach  
Director

## **Dettingen Park Statement of Directors' Responsibilities**

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Dettingen Park  
Independent auditors' report  
to the residents of Dettingen Park**

We have audited the accompanying service charge accounts for Dettingen Park for the year ended 29 February 2012, which comprise the statement of service charge income and expenditure account, balance sheet as at 29 February 2012, and related notes. The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts.

This report is made solely to the residents, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 as modified by the Commonhold and Leasehold Reform Act 2002. Our audit work has been undertaken so that we might state to the company those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

In accordance with the exemption provided by APB Ethical Standard - Provisions Available for Smaller Entities (Revised), we have assisted with the preparation of the accounts.

**Scope of the audit opinion**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the accounts.

**Opinion on the accounts**

In our opinion the service charge accounts:

- give a true and fair view of the state of the Dettingen Park's affairs as at 29 February 2012 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and recommended guidance by the Institute of Chartered Accountants and

**Opinion on other matters**

In our opinion the information given in the Directors' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where if, in our opinion:

- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Thomas McManners BSc ACA ACMI  
(Senior Statutory Auditor)  
for and on behalf of TTCA Ltd  
Chartered Accountants and Statutory Auditor  
15 May 2012

269 Farnborough Road  
Farnborough  
Hants  
GU14 7LY

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**- By expense category**

	Notes	2012 £	2011 £
<b>Total income</b>		128,206	131,592
Service Charges Levied		185	308
Bank Interest Received			
<b>Expenditure</b>		9,270	16,262
Insurance		16,212	15,437
Electricity		-	330
Water & Sewerage Supply		33,636	38,292
Maintenance of Landscaped Areas		17,242	16,401
General Repairs		1,789	886
Refuse Bin Costs		-	202
Plant & Machinery Maintenance		-	1,232
Fire Equipment maintenance		6,231	6,170
Communal Area Cleaning		355	161
Bank Charges		-	110
Bad debts		60	110
Room hire		4,544	11,325
Legal & Professional Fees		469	-
Postage & Delivery		1,504	63
Health & Safety costs		<u>91,312</u>	<u>106,981</u>
Audit fees	2	1,840	2,001
Management fees	2	<u>30,960</u>	<u>29,345</u>
<b>Total expenditure</b>		124,112	138,327
<b>Excess of expenditure over income</b>		<u>4,279</u>	<u>(6,427)</u>
Opening reserves		43,639	50,066
Closing reserves		<u>47,918</u>	<u>43,639</u>

An analysis by Schedule is shown on page 9.



**Dettingen Park  
Balance Sheet  
as at 29 February 2012**

	Notes	2012 £	2011 £
<b>Current assets</b>			
Other debtors	3	17,024	21,645
Cash at bank and in hand		50,871	50,189
		<u>67,895</u>	<u>71,834</u>
<b>Creditors: amounts falling due within one year</b>	4	(19,977)	(28,195)
<b>Net current assets</b>		<u>47,918</u>	<u>43,639</u>
<b>Net assets</b>		<u>47,918</u>	<u>43,639</u>
<b>Reserves</b>			
Capital reserve	1	47,918	43,639
<b>Total reserves at 29 February 2012</b>		<u>47,918</u>	<u>43,639</u>

Approved by the board on 15 May 2012

Mr P Deach  
Director

**Dettingen Park**  
**Notes to the Service Charge Accounts**  
**for the year ended 29 February 2012**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared in accordance with the provisions of the lease and have been prepared on the accruals basis.

***Income***

Income represents the value, of service charges due from residents during the period. Where residents pay in advance these advance charges are shown under creditors. Where residents are late paying the service charges these are shown as debtors.

***Service charge bank account***

All service charge monies are kept in a designated bank account with Barclays Bank.

***Cost Apportionment***

Total Service Charges are charged to residents in accordance with the terms and conditions of their lease. Schedule apportionment is shown in accordance with note 5 to the accounts.

***Financial Reporting***

The company holds the service charges on trust on behalf of the residents. It appoints a professional management company to deal with the day to day management of the company. Consequently, the company does not report the service charge income as part of its own income and expenditure, but accounts for it separately. The management company holds the cash resources in a separately designated client account.

***Capital Reserve***

The Directors make provision each year for the general dilapidations of the common parts by transfer to the capital reserve. In due course the dilapidations will require remedial works and this prudent approach is made to ensure sufficient funds are available to meet the liability as it arises.

<b>2 Operating activity</b>	<b>2012</b>	<b>2011</b>
	£	£
This is stated after charging:		
Managing Agents Fees		
- Peverill OM Ltd	-	9,027
- itsyourplace Ltd	23,040	20,318
Auditors' Remuneration	1,840	2,001
	<hr/>	<hr/>
<b>3 Debtors</b>	<b>2012</b>	<b>2011</b>
	£	£
Service Charges in Arrears	9,479	17,745
Prepayments	4,067	3,900
Other Debtors	3,478	-
	<hr/>	<hr/>
	17,024	21,645

**Dettingen Park**  
**Notes to the Service Charge Accounts**  
**for the year ended 29 February 2012**

<b>4 Creditors: amounts falling due within one year</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade Creditors	2,082	3,567
Accruals	3,604	8,833
Service Charges paid in Advance	14,291	15,795
	<u>19,977</u>	<u>28,195</u>

**5 Schedule Apportionment**

Schedule 1	Estate Costs	- Applicable to all plots equally
Schedule 2A	Block 1 Costs	- Applicable to Block 1, 12-14 Brock Close on a size basis.
Schedule 2B	Block 2 costs	- Applicable to Block 2, 1-6 Brock Close on a size basis.
Schedule 2C	Block 3 Costs	- Applicable to Block 3, 1,3,5,7,9 and 11 Stickle Down on a size basis.
Schedule 2D	Block 4 Costs	- Applicable to Block 4, 23,25,27,29,31,33,35,37, 39,41 and 43 Stickle Down on a size basis.
Schedule 2E	Block 5 Costs	- Applicable to Block 5, 55,57,59,61,63 and 65 Stickle Down on a size basis.
Schedule 2F	Block 6 Costs	- Applicable to Block 6, 1-6 Drifters Drive on a size basis.
Schedule 2G	Block 7 Costs	- Applicable to Block 7, 7-16 Drifters Drive on a size basis.
Schedule 2J	Block 9 Costs	- Applicable to Block 9, 13-14 Strawberry Court on a size basis.
Schedule 2K	Block 10 Costs	- Applicable to Block 10, 15-16 Strawberry Court on a size basis.
Schedule 3	Garage/Barn	- Applicable to all Garage and barn space owners.
Schedule 4	Leasehold Mews cost	- Applicable to 30,32,34 Swordman's Road basis.

**6 Related Party Transactions**

**Directors**

During the year there were no transactions with the Directors other than those noted below. Each Director provided their services without remuneration.

**Mr Paul Deach**

A contractor used by the company advertises on a website owned by the director. All transactions between the company, contractor and the director were under normal market conditions and at arms length.

**Dettingen Park  
Income and Expenditure Account  
for the year ended 29 February 2012**

	Notes	2012 £	2011 £
<b>Service Charges Levied</b>		128,206	131,592
<b>Bank Interest Received</b>		185	308
Schedule 1		81,646	92,610
Schedule 2A		4,134	2,222
Schedule 2B		4,434	6,623
Schedule 2C		6,508	4,619
Schedule 2D		9,104	8,466
Schedule 2E		4,480	4,203
Schedule 2F		3,847	4,965
Schedule 2G		6,691	6,801
Schedule 2J		1,217	1,189
Schedule 2K		(1,158)	3,660
Schedule 3		1,524	1,753
Schedule 4		1,685	1,216
<b>Total expenditure</b>		124,112	138,327
<b>Net Surplus/(Deficit) at 28 February 2012</b>		<u>4,279</u>	<u>(6,427)</u>

An analysis of expenditure by Schedule is shown in the following appendix.

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 1 - all plots equally**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income - Service Charges Levied</b>	76,154	75,599
<b>Income - Bank interest</b>	185	308
<b>Total Expenditure</b>		
Insurance	(1,785)	1,504
Electricity	15,248	10,401
Water & Sewerage Supply	-	330
Communal Area Cleaning	-	106
Refuse Bin Costs	1,007	696
Maintenance of Landscaped Areas	29,886	33,352
General Repairs	5,688	9,670
Plant & Machinery Maintenance	-	202
Bank Charges	355	161
Bad debts	-	110
Room hire	60	110
Legal & Professional Fees	4,364	11,325
Postage & Delivery	469	-
Health & Safety costs	1,474	(25)
	<u>56,766</u>	<u>67,942</u>
Audit fees	1,840	2,001
Management fees	23,040	22,667
	<u>81,646</u>	<u>92,610</u>
<b>Total expenditure</b>		
	<u>81,646</u>	<u>92,610</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>(5,307)</u>	<u>(16,703)</u>

**Dettingen Park  
Schedule to the Income and Expenditure Account  
for the year ended 29 February 2012**

**Schedule 2A - 12-14 Brock Close**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	3,275	3,078
<b>Expenditure</b>		
Insurance	1,021	482
Electricity	-	68
Communal Area Cleaning	378	342
Refuse Bin Costs	67	50
Maintenance of Landscaped Areas	250	286
Fire Equipment maintenance	-	84
General Repairs	1,806	546
Legal & Professional Fees	180	-
	<u>3,702</u>	<u>1,858</u>
Management fees	432	364
	<u>4,134</u>	<u>2,222</u>
<b>Total expenditure</b>		
	<u>4,134</u>	<u>2,222</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>(859)</u>	<u>856</u>

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2B - 1-6 Brock Close**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	5,492	6,335
<b>Expenditure</b>		
Insurance	1,017	1,524
Electricity	586	545
Communal Area Cleaning	898	749
Refuse Bin Costs	118	-
Maintenance of Landscaped Areas	500	720
Fire Equipment maintenance	-	133
General Repairs	421	2,223
Health & Safety costs	30	-
	<u>3,570</u>	<u>5,894</u>
 Management fees	 864	 729
<b>Total expenditure</b>	<u><u>4,434</u></u>	<u><u>6,623</u></u>
 <b>Net Surplus/(Deficit) at 28 February</b>	 <u><u>1,058</u></u>	 <u><u>(288)</u></u>

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2C - 1, 3, 5, 7, 9 and 11 Stickle Down**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	5,850	5,883
<b>Expenditure</b>		
Insurance	1,311	1,394
Electricity	679	380
Communal Area Cleaning	898	749
Refuse Bin Costs	67	30
Maintenance of Landscaped Areas	500	680
Fire Equipment maintenance	-	133
General Repairs	2,189	524
	<u>5,644</u>	<u>3,890</u>
Management fees	864	729
<b>Total expenditure</b>	<u>6,508</u>	<u>4,619</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>(658)</u>	<u>1,264</u>



**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2D - 23, 25, 27, 29, 31, 33, 35, 37, 39, 41 and 43 Stickle Down**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	10,808	11,198
<b>Expenditure</b>		
Insurance	2,247	3,621
Electricity	-	287
Communal Area Cleaning	1,766	1,532
Refuse Bin Costs	168	
Maintenance of Landscaped Areas	500	680
Fire Equipment maintenance	-	217
General Repairs	2,839	793
	<u>7,520</u>	<u>7,130</u>
Management fees	1,584	1,336
<b>Total expenditure</b>	<u>9,104</u>	<u>8,466</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>1,704</u>	<u>2,732</u>

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2E - 55, 57, 59, 61, 63 and 65 Stickle Down**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	5,585	5,658
<b>Expenditure</b>		
Insurance	1,009	1,262
Electricity	681	345
Communal Area Cleaning	898	749
Refuse Bin Costs	67	-
Maintenance of Landscaped Areas	500	680
Fire Equipment maintenance	-	133
General Repairs	461	305
	<u>3,616</u>	<u>3,474</u>
Management fees	864	729
	<u>4,480</u>	<u>4,203</u>
<b>Total expenditure</b>		
	<u>4,480</u>	<u>4,203</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>1,105</u>	<u>1,455</u>

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2F - 1-6 Drifters Drive**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	5,409	5,683
<b>Expenditure</b>		
Insurance	1,017	1,263
Electricity	733	333
Communal Area Cleaning	602	716
Refuse Bin Costs	67	80
Maintenance of Landscaped Areas	500	680
Fire Equipment maintenance	-	133
General Repairs	64	1,031
	<u>2,983</u>	<u>4,236</u>
Management fees	864	729
	<u>3,847</u>	<u>4,965</u>
<b>Total expenditure</b>	<u>3,847</u>	<u>4,965</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>1,562</u>	<u>718</u>

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2G - 7-16 Drifters Drive**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	7,404	9,406
<b>Expenditure</b>		
Insurance	1,772	2,638
Electricity	727	365
Communal Area Cleaning	413	874
Refuse Bin Costs	180	30
Maintenance of Landscaped Areas	500	680
Fire Equipment maintenance	-	217
General Repairs	1,659	695
Health & Safety costs	-	88
	<u>5,251</u>	<u>5,587</u>
Management fees	1,440	1,214
<b>Total expenditure</b>	<u>6,691</u>	<u>6,801</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>713</u>	<u>2,605</u>

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2J - 13-14 Strawberry Court**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	1,779	1,765
<b>Expenditure</b>		
Insurance	365	307
Electricity	-	41
Communal Area Cleaning	94	140
Refuse Bin Costs	48	-
Maintenance of Landscaped Areas	250	267
Fire Equipment maintenance	-	49
General Repairs	172	142
	<u>929</u>	<u>946</u>
Management fees	288	243
<b>Total expenditure</b>	<u>1,217</u>	<u>1,189</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>562</u>	<u>576</u>

**Dettingen Park**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 29 February 2012**

**Schedule 2K - 15-16 Strawberry Court**

	<b>2012</b>	<b>2011</b>
	£	£
<b>Income</b>	2,001	1,983
<b>Expenditure</b>		
Insurance	344	307
Electricity	(2,436)	2,463
Communal Area Cleaning	284	213
Maintenance of Landscaped Areas	250	267
Fire Equipment maintenance	-	49
General Repairs	112	118
	<u>(1,446)</u>	<u>3,417</u>
Management fees	288	243
<b>Total expenditure</b>	<u>(1,158)</u>	<u>3,660</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>3,159</u>	<u>(1,677)</u>

**Dettingen Park  
Schedule to the Income and Expenditure Account  
for the year ended 29 February 2012**

**Schedule 3 - Garage and barn space**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	2,255	2,819
<b>Expenditure</b>		
Insurance	454	1,478
General Repairs	1,070	275
	<u>1,524</u>	<u>1,753</u>
<b>Total expenditure</b>	<u><u>1,524</u></u>	<u><u>1,753</u></u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u><u>731</u></u>	<u><u>1,066</u></u>

**Dettingen Park  
Schedule to the Income and Expenditure Account  
for the year ended 29 February 2012**

**Schedule 4 - 30, 32, 34 Swordman's Road**

	<b>2012</b>	<b>2011</b>
	£	£
<b>Income</b>	2,194	2,186
<b>Expenditure</b>		
Insurance	498	482
Electricity	(6)	209
Fire Equipment maintenance	-	84
General Repairs	761	79
	<u>1,253</u>	<u>854</u>
Management fees	432	362
<b>Total expenditure</b>	<u>1,685</u>	<u>1,216</u>
<b>Net Surplus/(Deficit) at 28 February</b>	<u>509</u>	<u>970</u>