

**SUMMARY OF EXPENDITURE FOR
SERVICE CHARGES AND RESERVES
FOR THE PERIOD TO 28 FEBRUARY 2003**

for

1-28 THE BIRCHES, MARLBOROUGH ROAD, SWINDON. WILTS

SERVICE CHARGES

Budget	Actual
£	£
2,750.00	Cleaning Common Parts (inc. windows)
293.33	Common Parts Electricity
5,500.00	Garden Maintenance
1,375.00	Building Repairs
91.67	Light Bulbs
137.50	Electrical Maintenance Checks
1,925.00	Building Insurance
825.00	Internal Reserve
916.67	External Reserve
91.67	Major Structural
91.67	Sundries
383.00	Audit Fees
2,354.92	Management Fees
<hr/> <u>16,735.43</u>	<hr/> <u>14,049.40</u>

SERVICE CHARGE ADJUSTMENT

	£
Charge as per budget	16,735.43
Actual expenditure	(14,049.40)
Surplus to be refunded to Residents	<u><u>2,686.03</u></u>

RESERVE FUND

	External	Internal	Major Structure
	£	£	
Balance as at 1st April 2002	3,070.00	2,760.00	405.63
Collection for period	916.67	825.00	91.67
Expenditure from reserves	0.00	0.00	0.00
<hr/>	<hr/> <u>3,986.67</u>	<hr/> <u>3,585.00</u>	<hr/> <u>497.30</u>

We have examined the above Schedule of Expenditure and Reserves for the period ended 28 February 2003. We certify that the total expenditure in the sum of £14,049.40 is in accordance with the vouchers and other information supplied to us in respect thereof, and in our opinion is a fair summary of the expenditure incurred. The schedule complies with the Landlord and Tenant Act 1985 (as amended by Landlord and Tenant Act 1987) and is supported by accounts, receipts and other other documents provided to us. However, in the absence of Client's account bank statements, which are maintained by the managing agent, we have been unable to verify whether the expenditure incurred had in fact been paid.



**CARTWRIGHTS
Registered Auditors**

Registered to carry on audit work and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales. A list of partners names is open to inspection at the above address.

CARTWRIGHTS
CHARTERED ACCOUNTANTS

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