

Examination of the accounts for the period 1-Jul-99 to 30-Jun-00 (CHRA0601, 5-Feb-02)

The format of this document is based on that of the accounts summary for the year. Each service charge figure is split - as prescribed in the RICS Residential Management Code - thus:

- (a) no demand for payment received within the period;
- (b) demand for payment made within the period but no payment made;
- (c) demand for payment received within the period and payment made.

Each service charge item is also split into its constituent charges and we have added comments where appropriate.

	(a)	(b)	(c)	Total
Insurance			3,317.12	3,317.12
Copy of Insurance Certificate from CGU Insurance dated 13 Mar 00 covering period 1 Mar 00 to 1 Mar 01. Premium is £3,338.32. Have insurance bills been apportioned across different periods? (If yes, then this is not done for other bills!?) Evidence of payment missing.	3,338.32			
Total	3,338.32			-21.20

Electricity		263.94	858.69	1,122.63
Bill dated 30 Sep 99 (estimated reading?)	262.11			
Bill dated 27 Dec 99 (estimated reading?)	257.10			
Bill dated 27 Mar 00 (estimated reading)	339.48			
Bill dated 28 Jun 00 (estimated reading)	263.94			
Total (excluding 26 June 1998 bill)	1,122.63			0.00

Cleaning		175.00	1,925.00	2,100.00
11 * monthly bills of £175. Bill for Nov 99 missing.	1,925.00			
Total	1,925.00			175.00

Lift Repairs			1,192.63	1,192.63
Invoice dated 10 Sep 99 though it refers to a quotation of 15 Oct 99; it is marked as received on 13 Sep 99 and paid on 15 Oct 99. For re-roping of lift. I have a recollection that CHRA agreed that this should be done. Need to check.	1,097.45			
Invoice dated 6 Dec 99. For callout on 17 Nov '99 (lift not working). Replaced blown fuse.	95.18			
Total	1,192.63			0.00

Lift Maintenance			357.20	357.20
Bill dated 16 Jul 99 for lift maintenance for 1 Sep 99 - 31 Aug 00 (from Accord). See notes in previous year's account's report for lift maintenance issues.	357.20			
Total	357.20			0.00

Entryphone Hire			789.48	789.48
Bill dated 3 Dec 99 to cover period 1 Jan 00 to 31 Dec 00. Includes 1.2% cost of living increase.	789.48			
Total	789.48			0.00

Minor Repairs			284.58	284.58
Invoice dated 28 Sep 99. To fix flooded gutter.	82.25			
Invoice dated 3 Nov 99. Electrical repair on 2nd floor.	67.21			
Invoice dated 3 Nov 99. New aerial to replace water-damaged one.	135.12			
Total	284.58			0.00

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Insurance claims - presumably these are for attempted claims which failed and have therefore been added to the service charge account?		904.75	1,624.82	2,529.57
Invoice dated 30 Aug 99. Repair to Flat 4: hack out glass and replace with new pane. Inscription states 'Ins claim 308 Flat 4'. This is post fire of late Jun 99.	200.00			
Invoice dated 19 Nov 99 for repairs to bathroom lights of Flat 5 due to water leak from above. Not the responsibility of the owner of the flat above number 5?	188.00			
Invoice dated 14 Jan 00 for works in accordance with quotation. What works?	775.50			
Invoice dated 1 Apr 00 for repairs to Flat 5 (replastering + painting of hall, bedroom and bathroom ceilings). As a result of same water leak for which invoice on 19 Nov 99 (4+ month gap)? 'Ins claim' inscription.	716.75			
Invoice dated 24 May 99 for replacement of 15 window panes (If I recall these were in the High Road-facing façade). Note on invoice states claim paid by insurance company Apr 99 and that work may never have been finished? A second note (on a separate page) from Solaglas states that the insurance company has advised that the claim has been settled and that Solaglas look forward to receipt of payment. SO: if there was a claim, why have we been billed?	649.32			
Total	2,529.57			0.00
Management Fee	4,265.25			4,265.25
What management? Evidence of payment missing.				
Total	0.00			4,265.25
Accountant's Fee	275.00			275.00
Invoice dated 15 Sep 99. Have also requested copy of audit instruction. We reserve judgment, pending answers to questions on the summary - particularly those relating to insurance claims, on whether the accountant has done his job.	275.00			
Total	275.00			0.00
Total	11,814.41			16,233.46
Discrepancy	4,419.05			