

Adagio Management Company

Service charge accounts

31 December 2020

**Adagio Management Company
Report and accounts
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**Adagio Management Company
Company Information**

Directors

D L Canty
J R Hussey
G D Wells

Managing Agents

itsyourplace Ltd
Victoria House
178-180 Fleet Road
Fleet
Hampshire
GU51 4DA

Auditors

TTCA Ltd
269 Farnborough Road
Farnborough
Hampshire
GU14 7LY

Registered office

Victoria House
178-180 Fleet Road
Fleet
Hampshire
GU51 4DA

Registered number

05313721

**Adagio Management Company
Service charge accounts
Directors' Report**

The directors present their report and accounts for the year ended 31 December 2020.

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:

D L Canty
J R Hussey
G D Wells

Financial Reporting

Adagio Management Company Ltd is duly registered at Companies House as a private company limited by guarantee, company number 05313721. The company is considered to be dormant and non trading and as more fully explained in note 1 to the accounts, acts as a trustee to deal with the service charges due from 1 - 140 Elmhurst Court.

Disclosure of costs as required by the Law and Property Act

A) Costs in respect of which no demand for payment was received during the year	8,866
B) Costs in respect of which a demand for payment was received but no payment made prior to the end of the year	34,653
C) Costs in respect of which a demand for payment was received and payment was made prior to the end of the year	132,116
	<u>175,635</u>

Managing Agents

During the year the Directors appointed professional managing agents to deal with the day to day administration.

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.

This report was approved by the board on 6 April 2021 and signed by its order.



D Canty
Director

Adagio Management Company 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.

**Adagio Management Company
Independent auditors' report
to the Directors of Adagio Management Company**

We have audited the accounts of Adagio Management Company for the year ended 31 December 2020 which comprise the statement of service charge income and expenditure account, balance sheet as at 31 December 2020 and related notes. The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts.

Managing agent's responsibility for the accounts

The managing agent is responsible for the preparation of these accounts in accordance with the terms of the lease and for such internal control as the managing agent determines is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require that we comply with ethical requirements and plan the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

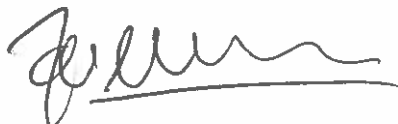
Scope of the audit of the accounts

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on the accounts

In our opinion the service charge accounts of Adagio Management Company for the year ended 31 December 2020 are prepared, in all material respects, in accordance with the accounting policies set out in Note 1 to the accounts.

Without modifying our opinion, we draw attention to Note 1 to the accounts which describe the basis of accounting. These service charge accounts are prepared in accordance with the special purpose framework related to residents association and that as a result they may not be suitable for another purpose. Our report has been prepared pursuant to the terms of our engagement letter and for no other purpose. No person is entitled to rely on this report unless such a person is a person entitled to rely upon this report by virtue of our engagement letter or has been expressly authorised to do so by our prior written consent. Save as above, we do not accept responsibility for this report to any other person or for any other purpose and we hereby expressly disclaim any and all such liability.



Thomas McManners BSc ACA ACMI
(Senior Statutory Auditor)
for and on behalf of
TTCA Ltd
Chartered Accountants and Statutory Auditors
6 April 2021

269 Farnborough Road
Farnborough
Hampshire
GU14 7LY

**Adagio Management Company
Income and Expenditure account
for the year ended 31 December 2020**

	Notes	2020 £	2019 £
Income	1	222,595	222,674
Administrative expenses		(175,635)	(141,331)
Surplus of income over expenses		<u>46,960</u>	<u>81,343</u>
Interest receivable		372	697
Tax on profit on ordinary activities		-	(132)
Net position before transfer to retained surplus		<u>47,332</u>	<u>81,908</u>

**Adagio Management Company
Balance Sheet
as at 31 December 2020**

	Notes	2020 £	2020 £	2019 £	2019 £
Current assets					
Debtors	2	45,541		7,955	
Cash at bank and in hand		279,321		272,396	
		<u>324,862</u>		<u>280,351</u>	
Creditors: amounts falling due within one year					
	3	(69,765)		(34,002)	
Net current assets			<u>255,097</u>		<u>246,349</u>
Net assets			<u>255,097</u>		<u>246,349</u>
Reserves					
Service charge reserves	4		<u>255,097</u>		<u>246,349</u>
			<u>255,097</u>		<u>246,349</u>

This statement of account was approved by the board and signed on its behalf by:



D Cauty
Director

Approved by the board on 6 April 2021

Adagio Management Company
Notes to the Accounts
for the year ended 31 December 2020

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.

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. The company submits its own dormant accounts showing no activity.

Contingency Reserve

The Directors make provision each year for the general dilapidations of the common parts by transfer to the contingency 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. Where unbudgeted expenditure is incurred as a result of major works it is taken directly to the reserves as determined by the directors and managing agents.

2 Debtors	2020	2019
	£	£
Service charge in arrears	12,748	4,114
Prepayments	32,793	3,841
	<u>45,541</u>	<u>7,955</u>
3 Creditors: amounts falling due within one year	2020	2019
	£	£
Service charges paid in advance	26,114	23,623
Corporation tax	132	132
Trade creditors	34,653	5,697
Accruals	8,866	4,550
	<u>69,765</u>	<u>34,002</u>

Adagio Management Company
Notes to the Accounts
for the year ended 31 December 2020

4 Contingency reserve	2020
	£
At 1 January 2020	246,349
Contribution to reserves	60,000
Reserve fund expenditure - Gas meters	(7,072)
Reserve fund expenditure - Car park spaces	(13,850)
Reserve fund expenditure - Tree work	(13,882)
Reserve fund expenditure - Carpet cleaning	(3,780)
Variance on expenses in year	(13,938)
Additional service charges	898
Bank interest received	372
At 31 December 2020	<u>255,097</u>

5 Related Party Transactions

There were no related party transactions during the year.

Adagio Management Company
Detailed Income and expenditure account
for the year ended 31 December 2020

	Actual 2020 £	Budget 2020 £	Actual 2019 £
Income			
Service charge income	222,595	-	222,674
	<u>222,595</u>	<u>-</u>	<u>222,674</u>
Building Insurance	14,763	13,745	13,003
Director & Office Insurance	284	365	353
Engineering Insurance (Lift)	1,427	1,052	1,072
Engineering Insurance (Pump)	-	324	192
Annual Return	13	13	13
Audit & Accountancy	1,512	1,440	1,440
Surveyor / Professional Fees	-	3,000	-
Managing Agent Fees	33,600	33,600	33,600
General Repairs & Maintenance	8,032	10,000	5,423
Car park Maintenance	5,121	-	-
Electrical Repairs	863	10,000	4,089
Lift Maintenance - Contract	6,700	7,000	6,700
Lift Maintenance - Repairs & Misc	6,406	1,000	711
Pump Maintenance - Contract	2,184	1,000	1,092
Pump Maintenance - Repairs & Misc	2,928	-	240
TV Aerial / Satellite Repairs	4,971	500	565
Door Entry / Access Repairs	4,080	500	1,890
Monthly Fire / Electrical & Light Testing	2,153	2,304	2,174
Health and Safety	1,656	-	-
Pest Control	645	-	845
Lightening Protection Testing (annual)	300	300	300
Communal Cleaning	13,998	14,300	14,300
Windows Cleaning	3,840	3,840	3,840
Bin Cleaning	946	974	957
Gutter cleaning	2,890	4,000	1,500
Refuse Collection	2,876	500	343
Gardens & Grounds Maintenance - Contract	19,200	19,200	19,200
Gardens & Grounds Maintenance - Repairs / Miscellaneous	3,152	5,000	1,102
Electricity	19,111	19,000	17,067
Telephone (Lift & Door Entry)	11,101	7,620	8,470
Postage and Delivery	498	500	430
Website	385	420	420
Miscellaneous Expenses	-	200	-
	<u>175,635</u>	<u>161,697</u>	<u>141,331</u>
Total expenditure			
Transfer to reserves	60,000	60,000	60,000
	<u>235,635</u>	<u>221,697</u>	<u>201,331</u>