

**Adagio Management Company**

**Service charge accounts**

**31 December 2022**

**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

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

The directors present their report and accounts for the year ended 31 December 2022.

**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	6,975
B) Costs in respect of which a demand for payment was received but no payment made prior to the end of the year	17,561
C) Costs in respect of which a demand for payment was received and payment was made prior to the end of the year	157,640
	<u>182,176</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 2 June 2023 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 2022 which comprise the statement of service charge income and expenditure account, balance sheet as at 31 December 2022 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](http://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 2022 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  
2 June 2023

269 Farnborough Road  
Farnborough  
Hampshire  
GU14 7LY

**Adagio Management Company  
Income and Expenditure account  
for the year ended 31 December 2022**

	<b>Notes</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Income</b>	1	238,223	230,275
Administrative expenses		(182,176)	(157,149)
<b>Surplus of income over expenses</b>		<u>56,047</u>	<u>73,126</u>
Interest receivable		79	27
<b>Surplus of income over expenditure</b>		<u>56,126</u>	<u>73,153</u>

**Adagio Management Company**  
**Balance Sheet**  
**as at 31 December 2022**

	Notes	2022 £	2021 £
<b>Current assets</b>			
Debtors	2	28,024	10,402
Cash at bank and in hand		<u>302,758</u>	<u>264,369</u>
		330,782	274,771
<b>Creditors: amounts falling due within one year</b>			
	3	(43,051)	(19,939)
<b>Net current assets</b>		<u>287,731</u>	<u>254,832</u>
<b>Net assets</b>		<u>287,731</u>	<u>254,832</u>
<b>Reserves</b>			
Reserves for future expenditure	4	287,731	254,832
<b>Total Reserves</b>		<u>287,731</u>	<u>254,832</u>

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

D Canty  
 Director  
 Approved by the board on 2 June 2023





**Adagio Management Company**  
**Notes to the Accounts**  
**for the year ended 31 December 2022**

**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.

<b>2 Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Service charge in arrears	19,061	4,305
Prepayments	8,963	6,097
	<u>28,024</u>	<u>10,402</u>
<b>3 Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Service charges paid in advance	16,322	10,097
Corporation tax	132	132
Trade creditors	17,561	4,088
Accruals	6,975	3,681
Other creditors	2,061	1,941
	<u>43,051</u>	<u>19,939</u>

**Adagio Management Company**  
**Notes to the Accounts**  
**for the year ended 31 December 2022**

<b>4 Contingency reserve</b>	<b>2022</b>
	<b>£</b>
At 1 January 2022	254,832
Contribution to reserves	60,000
Reserve fund expenditure - Gutter repair	(1,193)
Reserve fund expenditure - Electrical repairs	(4,429)
Reserve fund expenditure - Block paving repairs	(17,605)
Variance on expenses in year	(5,137)
Additional service charges	1,184
Bank interest received	79
At 31 December 2022	<u>287,731</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 2022**

	Actual 2022 £	Budget 2022 £	Actual 2021 £
<b>Income</b>			
Service charge income	238,223	237,039	230,275
	<u>238,223</u>	<u>237,039</u>	<u>230,275</u>
Building Insurance	26,339	16,545	15,645
Director & Office Insurance	368	397	378
Engineering Insurance (Lift)	1,614	1,525	968
Engineering Insurance (Pump)	-	357	-
Annual Return	13	13	13
Audit & Accountancy	1,662	1,512	1,584
Surveyor / Professional Fees	40	3,000	4,516
Managing Agent Fees	33,600	33,600	33,600
Building Repairs	294	-	-
General Repairs & Maintenance	4,524	10,000	6,147
Electrical Repairs	910	10,000	3,395
Lift Maintenance - Contract	7,257	7,000	6,976
Lift Maintenance - Repairs & Misc	1,258	1,000	860
Pump Maintenance - Contract	1,202	1,200	108
Pump Maintenance - Repairs & Misc	-	1,000	-
Gate repairs and maintenance	413	-	-
TV Aerial / Satellite Repairs	635	500	477
Door Entry / Access Repairs	495	1,000	815
Monthly Fire / Electrical & Light Testing	1,920	2,304	2,336
Health and Safety	-	500	-
Pest Control	1,175	500	860
Lightning protection testing [annual]	300	300	300
Communal Cleaning	14,885	14,818	14,530
Windows Cleaning	3,840	3,840	4,142
Bin Cleaning	1,217	1,008	972
Gutter cleaning	-	4,000	-
Carpet Cleaning	3,960	-	3,780
Refuse Collection	6,213	2,000	4,349
Surface cleaning	-	1,700	1,680
Gardens & Grounds Maintenance - Contract	20,800	19,200	19,200
Gardens & Grounds Maintenance - Repairs / Miscellaneous	3,991	5,000	5,115
Electricity	25,387	19,000	8,981
Telephone ( Lift & Door Entry)	17,257	13,200	14,704
Postage and Delivery	152	400	368
Website	455	420	350
Miscellaneous Expenses	-	200	-
	<u>182,176</u>	<u>177,039</u>	<u>157,149</u>
<b>Total expenditure</b>			
Transfer to reserves	60,000	60,000	60,000
	<u>242,176</u>	<u>-</u>	<u>217,149</u>