

Company Number: 02884872

**BALTIC QUAY MANAGEMENT (1994) LIMITED**

**REPORT AND UNAUDITED ACCOUNTS**

**for the year ended  
30 September 2018**

SATURDAY



A11 \*A81UAJBD\* 23/03/2019 #82  
COMPANIES HOUSE

**FIELD SULLIVAN LIMITED**  
**Chartered Accountants**

**70 Royal Hill**  
**SE10 8RF**

# **Baltic Quay Management (1994) Limited**

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## **Baltic Quay Management (1994) Limited**

### **Company information**

**Company registration no.:** 02884872

**Secretary:** Bishop & Sewell Secretaries Limited

**Registered office** 59-60 Russell Square  
London  
WC1B 4HP

**Directors:** Jayne Bowey  
Erik Carlson  
Stanley Gordon Redding  
Keith Greenhalgh  
Robert Ikin (appointed 18/01/19)  
Gareth Jefferies (resigned 19/11/18)  
Yvonne Kunihiro-Davidson

**Accountants:** Field Sullivan Limited  
Chartered Accountants  
Neptune House  
70 Royal Hill  
London SE10 8RF

**Bankers:** Barclays Bank Plc  
8 George Street  
Richmond  
Surrey, TW9 1JU

## **Baltic Quay Management (1994) Limited**

### **Directors' report** for the year ended 30 September 2018

The directors present their report and accounts for the year ended 30 September 2018.

#### **Principal activities**

The company's principal activity during the year continued to be the management and maintenance of the property at Baltic Quay, 1 Sweden Gate, London, SE16 7 TG. The company manages the administration of variable service charges as agents of the statutory trust for the residents of Baltic Quay, 1 Sweden Gate, London, SE16 7TG.

All transactions in the year are related to the maintenance of the common parts in accordance with the lease. Service charges collected are held on trust for the purpose of meeting the relevant costs in relation to the property in accordance with the provisions of section 42 of the Landlord and Tenant Act 1987.

#### **Directors**

Under the Articles of Association, only leaseholders of Baltic Quay, 1 Sweden Gate, London, SE16 7TG, may serve as directors. The following persons served as directors during the year:

Jayne Bowey  
Erik Carlson  
Stanley Gordon Redding  
Keith Greenhalgh  
Gareth Jefferies (resigned 19/11/18)  
Yvonne Kunihira-Davidson

#### **Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the board and signed on its behalf by:



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**Yvonne Kunihira-Davidson**  
Director

Date: 21 MARCH 2019

**Chartered Accountants' report to the board of directors on the preparation of the unaudited statutory accounts of Baltic Quay Management (1994) Limited for the year ended 30 September 2018**

In order to assist you fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Baltic Quay Management (1994) Limited for the year ended 30 September 2018 which comprise of the profit and loss account, the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

This report is made solely to the board of directors of Baltic Quay Management (1994) Limited, as a body, in accordance with the terms of our engagement letter dated 9 June 2015. Our work has been undertaken solely to prepare for your approval the accounts of Baltic Quay Management (1994) Limited and state those matters that we have agreed to state to them, as a body, in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Baltic Quay Management (1994) Limited and its board of directors as a body for our work or for this report.

It is your duty to ensure that Baltic Quay Management (1994) Limited has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Baltic Quay Management (1994) Limited. You consider that Baltic Quay Management (1994) Limited is exempt from statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the accounts of Baltic Quay Management (1994) Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



Field Sullivan Limited  
Chartered Accountants  
Neptune House  
70 Royal Hill  
London  
SE10 8RF

Date: 21/3/19

## **Baltic Quay Management (1994) Limited**

### **Income and expenditure for the limited company for the year ended 30 September 2018**

#### **Income and expenditure account for the year ended 30 September 2018**

The company has no income or expenditure in its own right. All transactions in the year relate to maintenance of the common parts in accordance with the lease. Income and expenditure arising from these transactions is shown in separate service charge accounts for the property Baltic Quay, 1 Sweden Gate, that do not form part of annual accounts of the company and are not filed at Companies House. All service charge monies received from the residents of the property at Baltic Quay, 1 Sweden Gate, London, SE16 7TG are held on trust for the residents.

**Baltic Quay Management (1994) Limited**

Company no. 02884872

**Balance sheet**

as at

30 September 2018

	Note	2018 £	2017 £
<b>Current assets</b>			
Debtors	3	163	163
<b>Net assets</b>		<u>163</u>	<u>163</u>
<b>Capital and reserves</b>			
Called up share capital	5	163	163
<b>Shareholders' funds</b>		<u>163</u>	<u>163</u>

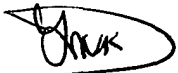
The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

For the year ending 30 September 2018 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved and authorised for issue by the board and signed on its behalf by:



Yvonne Kunihiro-Davidson

Director

Date: 21 MARCH 2019

## Baltic Quay Management (1994) Limited

Notes to the accounts  
for the year ended  
30 September 2018

### 1 Accounting policies

#### Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The date of transition to FRS102 was 1 October 2015.

### 2 Corporation tax

There is no corporation tax payable based on the result for the year (2017: £nil).

### 3 Debtors

	2018 £	2017 £
Unpaid share capital	163	163
Total	<u>163</u>	<u>163</u>

### 4 Cash at bank and in hand

The limited company does not have a separate bank account to hold the funds only belonging to Baltic Quay Management (1994) Limited, instead these monies are combined with the service charge trust bank balance.

### 5 Share capital

	Nominal value	2018 Number	2018 £	2017 Number	2017 £
Allotted, called up but unpaid:					
Ordinary shares	£1 each	163	<u>163</u>	163	<u>163</u>

### 6 ICAEW accounting guidance Tech 03/11

in accordance with Tech 03/11, guidance issued by the Institute of Chartered Accountants in England and Wales, the net service charge assets and reserves which are held under trust on behalf of the owners are shown in separate service charge accounts balance sheet. Thus the assets owned by the company are distinguished from those held on trust for the owners.

### 7 Service Charge and Reserve Fund reserves held on trust

The service charge and reserve fund reserves are held on trust for tenants and thus are no longer included within Baltic Quay Management (1994) Limited's own balance sheet. The service charge and reserve fund which total £1,250,543 are instead included in the Service Charge Trust balance sheet (2017: £1,334,561).

# **Baltic Quay Management (1994) Limited**

## **Service Charge Trust Income and Expenditure Account for the year ended 30 September 2018**

	<b>Note</b>	<b>2018 £</b>	<b>2017 £</b>
<b>Service charges</b>		364,604	329,629
Administrative expenses		(369,142)	(338,937)
Other operating income			
<b>Operating (deficit)/suprlus</b>		<u>(4,538)</u>	<u>(9,308)</u>
Interest receivable		1,131	426
<b>(Deficit)/surplus on ordinary activities before taxation</b>		<u>(3,407)</u>	<u>(8,882)</u>
Tax on profit on ordinary activities	2	(138)	(135)
<b>(Deficit)/surplus for the financial year</b>		<u>(3,545)</u>	<u>(9,017)</u>

# Baltic Quay Management (1994) Limited

## Service Charge Trust Balance sheet as at 30 September 2018

	Note	2018		2017	
		£	£	£	£
<b>Current assets</b>					
Debtors	3	91,560		66,989	
Cash at bank and in hand	4	<u>1,220,738</u>		<u>1,449,857</u>	
<b>Total current assets</b>		<u>1,312,298</u>		<u>1,516,846</u>	
<b>Creditors: amounts falling due within one year</b>	5	<u>(61,263)</u>		<u>(182,285)</u>	
<b>Net current assets</b>			1,251,035		1,334,561
<b>Total assets less current liabilities</b>			<u>1,251,035</u>		<u>1,334,561</u>
<b>Net assets</b>			<u>1,251,035</u>		<u>1,334,561</u>
<b>Capital and reserves</b>					
Reserve Fund Trust Account (Page 9)			1,251,035		1,334,561
<b>Shareholders' funds</b>			<u>1,251,035</u>		<u>1,334,561</u>



Yvonne Kunihiro-Davidson  
Director

Date: 21 MARCH 2019

# **Baltic Quay Management (1994) Limited**

## **Reserve Fund Trust Income and Expenditure Account for the year ended 30 September 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Lessees contributions	228,160	220,231
<b>Gross surplus</b>	<u>228,160</u>	<u>220,231</u>
Reserve Fund Interest	3,075	1,131
Reserve Fund Tax on Interest	(377)	(365)
<b>Total Reserve Fund income for year</b>	<u>230,858</u>	<u>220,997</u>
<b>Expenses</b>		
Reserve Fund major works	314,384	330,257
<b>Total Reserve Fund expenditure for year</b>	<u>314,384</u>	<u>330,257</u>
<b>(Deficit)/surplus for the financial year</b>	<u>(83,526)</u>	<u>(109,260)</u>
<b>Reserve fund as at 1 October 2017</b>	1,334,561	1,443,821
Movement in prior years Service Charge Surplus to Reserve Fund	-	-
<b>Reserve fund as at 30 September 2018</b>	<u>1,251,035</u>	<u>1,334,561</u>

## Baltic Quay Management (1994) Limited

Notes to the Service Charge Trust and Reserve Fund Trust accounts  
for the year ended  
30 September 2018

### 1 Accounting policies

#### Basis of preparation

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

#### Service charges

Service charges represents the amounts received for the management of flats 1 to 1202, Baltic Quay, 1 Sweden Gate, London, SE16 7TG.

### 2 Taxation

	2018 £	2017 £
Income Tax	138	135

A Service Charge Trust has been established by Section 42 of the Landlord & Tenant Act 1987 and the lease. Interest earned on service charge monies held on deposit is taxable at the rates applicable to trusts.

### 3 Debtors

	2018 £	2017 £
Service charge lessees in arrears	27,295	4,614
Reserve fund lessees in arrears	4,045	6,931
Prepayments	56,675	46,427
Deficit due from lessees	3,545	9,017
Total	91,560	66,989

## Baltic Quay Management (1994) Limited

Notes to the Service Charge Trust and Reserve Fund Trust accounts  
for the year ended  
30 September 2018

### 4 Cash at bank and in hand

	2018 £	2017 £
Gardening committee account - Barclays	273	-
Service charge account - Barclays	298,832	374,093
Reserve fund account - Barclays	921,633	1,075,764
Total	<u>1,220,738</u>	<u>1,449,857</u>

Barclays Bank Plc, Richmond & Twickenham Branch, 8 George Street, Richmond, Surrey, TW9 1JU  
under the titles: -

- Parkgate-Aspen Limited Clients Designated Account Re-Baltic Quay-Client Account
- Parkgate-Aspen Limited Deposit Account Re-Baltic Quay Reserves-Client Account

### 5 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	19,206	73,579
Service charge lessees in advance	14,954	55,078
Reserve fund lessees in advance	8,056	36,289
Tax payable on interest received gross	652	945
Accruals and other creditors	18,382	16,381
Amounts due to lessees	13	13
Total	<u>61,263</u>	<u>182,285</u>

### 6 Service Charge Trust Account

	2018 £	2017 £
At 1 October 2017	-	-
Deficit for the year	(3,545)	(9,017)
Deficit to be debited from lessees	3,545	9,017
At 30 September 2018	<u>-</u>	<u>-</u>

## Baltic Quay Management (1994) Limited

Notes to the Service Charge Trust and Reserve Fund Trust accounts  
for the year ended  
30 September 2018

### 7 Reserves

The Reserve fund has been established to provide funds in order to pay for major repairs and redecorations which are expected to arise in the future. The present level of the fund may prove insufficient, given future repairs costs are unknown. Any shortfall in these funds for future works would be funded by an additional reserve fund levy collection, on discussion with lessees.

### 8 Reserve Fund expenditure

During the year Baltic Quay Management (1994) Limited spent £314,384 of reserve account funds (2017: £330,257)

The breakdown of this expenditure is:

	2018
	£
Supply & installation of access control system - Contractor	8,713
Supply & installation of access control system - Fees	193
Supply & installation of CCTV system - Contractor	7,413
Entrance hall refurbishment - Contractor	228,743
Entrance hall refurbishment - Fees	25,432
Entrance hall refurbishment - Furniture	4,201
Internal refurbishment - Fees	2,514
New storage units - Ancillary	1,178
Sprinkler system works - Contractor	4,647
Sprinkler system works - Fees	900
New door - Contractor	1,842
Pump replacement - Contractor	17,271
Pump replacement - Fees	1,727
Lift spare parts - Contractor	2,911
Supply & install upgraded tv equipment - Contractor	2,175
Plants for atrium - Contractor	1,767
Bird proofing - Contractor	2,760
	<u>314,384</u>

### 9 Buildings insurance

The building insurance was renewed on 21 March 2018 with Aviva under policy number 100607434 for building insurance for a sum of £75,205,378.

# **Baltic Quay Management (1994) Limited**

Notes to the Service Charge Trust and Reserve Fund Trust accounts  
for the year ended  
30 September 2018

## **10 Income and related income or other benefits**

The managing agents, Parkgate Aspen Limited, declare the only source income derived from their management of this property during the year were management fees and major works fees

	<b>2018</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>
	<b>Management</b>	<b>Major works</b>	<b>Total</b>	<b>Management</b>	<b>Major works</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Parkgate Aspen Ltd	51,521	7,638	59,159	49,682	7,230	56,912
	<u>51,521</u>	<u>7,638</u>	<u>59,159</u>	<u>49,682</u>	<u>7,230</u>	<u>56,912</u>

## **11 Section 21 (5) Summary**

Summary of costs as required by section 21 (5) Landlord and Tenants Act 1985 as amended by schedule 2 of the Landlord and Tenant Act 1987:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Demands for payment were received and paid by the managing agent within the year to the value of:	645,938	579,234
Demands for payment were received but remained unpaid by the managing agent at the year end to the value of:	19,206	73,579
No demands for payment were received by the managing agent by the year end but provision was made to the value of:	18,382	16,381
	<u>683,526</u>	<u>669,194</u>
Represented by:		
Service charge expenditure	369,142	338,937
Reserve fund expenditure	314,384	330,257
	<u>683,526</u>	<u>669,194</u>

# **Baltic Quay Management (1994) Limited**

## **Detailed Service Charge Trust Income and Expenditure Account for the year ended 30 September 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Service charges</b>	364,604	329,629
Administrative expenses	(369,142)	(338,937)
<b>Operating (deficit)/surplus</b>	<u>(4,538)</u>	<u>(9,308)</u>
Interest receivable	1,131	426
<b>(Deficit)/surplus before tax</b>	<u>(3,407)</u>	<u>(8,882)</u>
Tax on profit on ordinary activities	(138)	(135)
<b>(Deficit)/surplus for the financial year</b>	<u><u>(3,545)</u></u>	<u><u>(9,017)</u></u>

# **Baltic Quay Management (1994) Limited**

## **Detailed Service Charge Trust Income and Expenditure Account for the year ended 30 September 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	71,901	69,725
Employer's NI	5,753	5,688
Employment Allowance	(3,000)	(3,000)
Pension	1,510	4,998
Temporary/agency staff	26,960	24,321
Staff training	768	-
	<u>103,892</u>	<u>101,732</u>
Premises costs:		
Fire prevention and safety	2,924	7,915
Asbestos management	-	-
Electricity costs	35,090	27,104
Door entry, gates, CCTV and security systems	4,223	606
Refuse collection	2,678	3,319
Cleaning	22,224	22,224
Window cleaning & cleaning materials	16,436	-
Gardening	7,136	5,067
	<u>90,710</u>	<u>66,235</u>
General administrative expenses:		
Telephone and fax	838	572
Bank charges	100	153
Health and safety	584	1,469
Insurance	72,790	66,519
Keys and fobs	(880)	(843)
Lift maintenance & repairs	9,175	6,535
Water tank pumps maintenance	-	483
Repairs and maintenance	28,483	35,903
Office equipment	668	1,704
Sundry expenses	3,608	2,681
	<u>115,366</u>	<u>115,176</u>
Legal and professional costs:		
Accountancy fees	4,918	4,040
Management fees	51,521	49,682
Other legal and professional including Company Secretary costs	2,735	2,072
	<u>59,174</u>	<u>55,794</u>
	<u><u>369,142</u></u>	<u><u>338,937</u></u>

**Independent accountants' report in accordance with S21 Landlord and Tenants Act 1985**

This report is made to the Landlord for issue with the service charges statement in accordance with Section 21 of the Landlord and Tenant Act 1985. Our work has been undertaken to enable us to make this report to the landlord and tenants and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Landlord for our work or for this report.

Under the terms of this engagement, we were not required to, and did not, form an opinion as to either the reasonableness of the costs included within the service charges statement or the standard of the services or works provided.

**Basis of opinion**

We planned and performed our work so as to obtain all the information and explanations that we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the service charge statement is a fair summary of the costs relating to the property at Baltic Quay, 1 Sweden Gate, London, SE16 7TG and is sufficiently supported by accounts, receipts and other documents which have been made available to us. In view of the purpose for which this service charge statement has been prepared, however, we did not evaluate the overall adequacy of the presentation of the information which would have been required if we were to express an audit opinion under International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board.

**Opinion**

In our opinion the service charge statement presents a fair summary of the service charges levied and relevant costs for the year ended 30 September 2018, is sufficiently supported by accounts, receipts and other documents, and has been prepared in accordance with Section 21 (5) of the Landlord and Tenant Act 1985.



Field Sullivan Limited  
Chartered Accountants  
Registered Auditors  
Neptune House  
70 Royal Hill  
London  
SE10 8RF

Date: 21/3/19