

# **Sanford Court Management Company Limited**

Report of the directors and unaudited financial statements for the year ended

31 December 2025

Company limited by shares No 02234527

# Sanford Court Management Company Limited

## FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2025

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**Sanford Court Management Company Limited**  
**REPORT OF THE DIRECTOR**

**PERIOD ENDED 31 DECEMBER 2025**

The directors submit their report together with the financial statements for the year ended 31 December 2025.

**PRINCIPAL ACTIVITIES**

The principal activities of the company are to own, manage, maintain and administer the land and buildings at Sanford Court, Swindon.

**BUSINESS REVIEW**

During the year the company made repairs to the roof of the car port. Refurbishment of the communal areas was delayed and will take place in the following year.

**AUDIT**

The company has taken advantage of The Companies Act 2006 (Audit Exemptions) Section 477.

**SERVICE CHARGE ACCOUNTS**

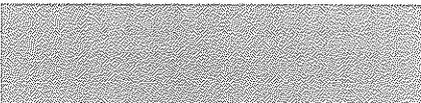
The directors have produced the statutory accounts to show the service charge accounts passing through the company as they consider the company is acting as a principal rather than agent to the members. In the interests of openness and transparency the directors have produced full accounts including a detailed statement of income and expenditure.

**DIRECTORS**

The directors shown below held office from 1 January 2025 until the date that these accounts were approved.

Kathryn Louise Burn  
Charlotte Jane Deacon

**BY ORDER OF THE BOARD**



John R Morris FCMA CGMA MTPI  
Company Secretary  
4 January 2026

Registered Office:  
15 Windsor Road  
Swindon  
SN3 1JP

Registered in England No 02234527  
W:sanfordcourt.bml.site

## Sanford Court Management Company Limited

Registered Number 02234527

### Income Statement

For the year ended 31 December 2025

		31 December 2025	31 December 2024
	Notes	£	£
<b>TURNOVER</b>	3	14,240	12,960
Administrative expenses	10	(12,421)	(10,601)
<b>OPERATING SURPLUS</b>		<u>1,819</u>	<u>2,359</u>
Interest receivable and similar income	6	635	834
<b>RETAINED SURPLUS THE PERIOD</b>	7	<u>2,454</u>	<u>3,193</u>

**Sanford Court Management Company Limited**

Registered Number 02234527

**Balancing Statement as at 31 December 2025**

	Notes	31 December 2025		31 December 2024	
		£	£	£	£
Freehold Land and Buildings			1		1
<b>CURRENT ASSETS</b>					
Cash at Bank		39,811		33,897	
Debtors	4	<u>1,507</u>		<u>979</u>	
		41,318		34,876	
<b>CREDITORS</b>					
Amounts falling due within one year	5	<u>(5,448)</u>		<u>(1,460)</u>	
<b>NET CURRENT ASSETS</b>			35,870		33,416
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><u>35,871</u></u>		<u><u>33,417</u></u>
<b>RESERVES</b>					
Share capital	2		100		100
Service charge reserves	7		35,771		33,317
<b>Shareholders' Funds</b>			<u><u>35,871</u></u>		<u><u>33,417</u></u>

- a. For the year ending 31 December 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.
- b. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- c. The directors acknowledge their responsibility for:
- i. ensuring the company keeps accounting records which comply with Section 386; and
  - ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its surplus or deficit for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the directors on 4 January 2026 and signed on their behalf by:



Charlotte Jane Deacon - director

**Sanford Court Management Company Limited**  
Registered Number 02234527

**NOTES TO FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2025**

**1 ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with provisions applicable to companies subject to the small companies' regime.

**2 STATUTORY INFORMATION**

Sanford Court Management Company Limited is a private company registered in England and Wales, limited by ordinary shares of £12.50 each with no right to dividends. The company's registered number and registered office address can be found on the Directors' Report page.

The average number of employees during the period was none (2024: none)

**3 TURNOVER**

Turnover represents the amounts derived from the provision of services during the period, exclusive of value added tax.

	<u>31.12.2025</u>	<u>31.12.2024</u>
	£	£
Service Charges receivable	14,240	12,960

**4 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE period**

	<u>31.12.2025</u>	<u>31.12.2024</u>
	£	£
Trade debtors ( <i>outstanding service charges</i> )	65	-
Other debtors	332	-
Payments in advance ( <i>including prepaid insurance cover</i> )	1,110	979
	<u>1,507</u>	<u>979</u>

**5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE period**

	<u>31.12.2025</u>	<u>31.12.2024</u>
	£	£
Accrued expenses ( <i>costs not yet paid</i> )	1,568	1,460
Service charges received from leaseholders in advance	3,880	-
	<u>5,448</u>	<u>1,460</u>

**6 BANK ACCOUNT AND INTEREST RECEIVED**

	<u>31.12.2025</u>	<u>31.12.2024</u>
	£	£
Bank interest receivable	635	834

**7 SERVICE CHARGE RESERVES**

	Total
	£
As at 1 January 2025	33,317
Surplus for the period (note 10)	2,454
As at 31 December 2025	<u>35,771</u>

The directors consider that the company should aim to maintain service charge reserves at a level of at least two periods of service charge income to meet unexpected future expenditure requirements.

**Sanford Court Management Company Limited**  
Registered Number 02234527

**NOTES TO FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2025**

8 Reconciliation of operating surplus to operating cash flows	<u>31.12.2025</u>	<u>31.12.2024</u>
	£	£
Operating surplus	1,819	2,359
Increase in debtors (note 4)	(528)	(43)
Increase/(decrease) in operating creditors (note 5)	3,988	(4,560)
Net cash inflow from operating activities	<u>5,279</u>	<u>(2,244)</u>

9 Analysis of changes in cash during the period.	<u>31.12.2025</u>	<u>31.12.2024</u>
	£	£
Balance brought forward	33,897	35,307
Interest received (note 6)	635	834
Net cash inflow from operating activities (note 8)	5,279	(2,244)
Balance at period-end	<u>39,811</u>	<u>33,897</u>

The following note does not form part of the statutory accounts:

10 Detailed Income and Expenditure	<u>31.12.2025</u>	<u>31.12.2024</u>
	Total	Total
	£	£
Income (note 3)	14,240	12,960
Maintenance - electrical	-	(814)
Maintenance - door entry	-	(164)
Maintenance - pest control	-	(180)
Maintenance - waste	(50)	(220)
Maintenance - site	(2,146)	(482)
Maintenance - other	(90)	(279)
Window cleaning	(700)	(374)
Communal cleaning	(650)	(675)
Maintenance - grounds	(3,750)	(2,220)
Communal electricity	(369)	(364)
Accountancy	(720)	(600)
Management fees	(2,064)	(1,968)
Fire Risk Assessment	-	(325)
Insurance - buildings	(1,555)	(1,442)
Insurance - directors & officers	(217)	(203)
Insurance - rebuild cost assessment	-	(200)
Companies House and ICO fee	(81)	(34)
Bank charges	(3)	-
Sundry including postage	(26)	(57)
	<u>(12,421)</u>	<u>(10,601)</u>
<b>Operating surplus</b>	<u>1,819</u>	<u>2,359</u>
Add Interest received (note 6)	635	834
Transferred to service charge reserves (note 7)	<u>2,454</u>	<u>3,193</u>

**11 OTHER INFORMATION**

**a Ground Rent**

The company owns the freehold of the site which is considered to have no value and is recognised in these accounts at a nominal value of £1. The company is a party to 8 leases that originally ran for 99 years from 25 March 1988 with an annual ground rent of £50 payable in advance on 1 January in each year. In 2013 the leases were varied to run for a term of 999 years from 1 January 2013 to 31 December 3012 with an annual ground rent of one peppercorn (£0.00).

**b Service Charge**

The company appointed Block Management Ltd, a professional local managing agent to manage the premises on its behalf from 1 September 2023. The managing agent will advise the company on the level of service charges based on forecast expenditure and reserve transfer.

**c Commission, kick backs and related party transactions.**

No commission or kick-backs of any kind were received by the current managing agent or the current company directors.

During the previous year the director D Pugh engaged a family member to undertake work on the site for which £481.91 was paid.

**Sanford Court Management Company Limited**  
Registered Number 02234527

**12 CERTIFIED BALANCING STATEMENT**

**a. Certification of expenditure**

The directors certify that the service-charge expenditure for the accounting period ended 31 December 2025 has been reviewed and approved. This statement sets out the certified balancing calculation for each flat in accordance with the lease.

**b. Building totals (certified actual expenditure)**

	2025	2024
<u>Description</u>	£	£
Actual service-charge expenditure	12,421	10,601
Less: Interest received	(635)	(834)
Less: Transfer <i>from</i> reserves	-	-
Plus: Transfer <i>to</i> reserves	2,454	3,193
Net amount to be recovered from leaseholders	<u>14,240</u>	<u>12,960</u>

**c. Per-flat calculation: Number of flats: 8**

	2025	2024
	£	£
Net 2025 expenditure per flat	1,780	1,620
Amount charged on account (fixed advance £250)	250	250
Estimated "balancing" instalments charged in advance	1,530	1,370
<b>Total charged on account for 2025</b>	<b>1,780</b>	<b>1,620</b>
Balance now due / (credit)	<u>0.00</u>	<u>0.00</u>

**Balance position:**

There is no further amount payable, and no credit due for the year ended 31 December 2025.  
Each leaseholder's account for this period is charged in full.

**d. Director's approval**

Date approved by the Board: 4 January 2026



Charlotte Jane Deacon  
Director

## Service Charges - Summary of tenants' rights and obligations

1. This summary, which briefly sets out your rights and obligations in relation to variable service charges, must by law accompany a demand for service charges. Unless a summary is sent to you with a demand, you may withhold the service charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.
2. Your lease sets out your obligations to pay service charges to your landlord in addition to your rent. Service charges are amounts payable for services, repairs, maintenance, improvements, insurance or the landlord's costs of management, to the extent that the costs have been reasonably incurred.
3. You have the right to ask the First-tier Tribunal to determine whether you are liable to pay service charges for services, repairs, maintenance, improvements, insurance or management. You may make a request before or after you have paid the service charge. If the tribunal determines that the service charge is payable, the tribunal may also determine:-
  - who should pay the service charge and who it should be paid to;
  - the amount;
  - the date it should be paid by; and
  - how it should be paid.However, you do not have these rights where:-
  - a matter has been agreed or admitted by you;
  - a matter has already been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the service charge or costs arose; or
  - a matter has been decided by a court.
4. If your lease allows your landlord to recover costs incurred or that may be incurred in legal proceedings as service charges, you may ask the court or tribunal, before which those proceedings were brought, to rule that your landlord may not do so.
5. Where you seek a determination from the First-tier Tribunal, you will have to pay an application fee and, where the matter proceeds to a hearing, a hearing fee, unless you qualify for fee remission or exemption. Making such an application may incur additional costs such as professional fees, which you may have to pay.
6. The First-tier Tribunal and the Upper Tribunal (in determining an appeal against a decision of the First-tier Tribunal) have the power to award costs in accordance with Section 29 of the Tribunals, Courts and Enforcement Act 2007.
7. If your landlord:-
  - proposes works on a building or any other premises that will cost you or any other tenant more than £250, or
  - proposes to enter into an agreement for works or services which will last for more than 12 months and will cost you or any other tenant more than £100 in any 12 month accounting period,
  - your contribution will be limited to these amounts unless your landlord has properly consulted on the proposed works or agreement or the First-tier Tribunal has agreed that consultation is not required.
8. You have the right to apply to the First-tier Tribunal to ask it to determine whether your lease should be varied on the grounds that it does not make satisfactory provision in respect of the calculation of a service charge payable under the lease.
9. You have the right to write to your landlord to request a written summary of the costs which make up the service charges. The summary must:-
  - cover the last 12 month period used for making up the accounts relating to the service charge ending no later than the date of your request, where the accounts are made up for 12 month periods; or
  - cover the 12 month period ending with the date of your request, where the accounts are not made up for 12 month periods.The summary must be given to you within 1 month of your request or 6 months of the end of the period to which the summary relates whichever is the later.
10. You have the right, within 6 months of receiving a written summary of costs, to require the landlord to provide you with reasonable facilities to inspect the accounts, receipts and other documents supporting the summary and for taking copies or extracts from them.
11. You have the right to ask an accountant or surveyor to carry out an audit of the financial management of the premises containing your dwelling, to establish the obligations of your landlord and the extent to which the service charges you pay are being used efficiently. It will depend on your circumstances whether you can exercise this right alone or only with the support of others living in the premises. You are strongly advised to seek independent advice before exercising this right.
12. Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges, which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.