

FELLOWES PLAIN ESTATE

SERVICE CHARGE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

FELLOWES PLAIN ESTATE

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For the year ended 31 December 2017

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FELLOWES PLAIN ESTATE

SERVICE CHARGE ACCOUNTS for the year ended 31 December 2017

ACCOUNTANT'S REPORT OF FACTUAL FINDINGS TO THE MANAGING AGENT OF FELLOWES PLAIN ESTATE

You have stated that an audit of the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the leases for Fellowes Plain Estate, Norwich. In accordance with our engagement letter dated 20 February 2018, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 2 to 5 in respect of Fellowes Plain Estate, Norwich for the year ended 31 December 2017 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the managing agent for issue with the service charge accounts in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the managing agent and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the managing agent for our work for this report.

Basis of report

Our work was carried out having regard to the guidance provided in Technical Factsheet 172 Residential Service Charge Accounts published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedures we carried out with respect to the service charge accounts were:

1. We obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained by or on behalf of the managing agent;
2. We checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
3. We checked whether the balance of service charge monies for this property shown on page 4 of the service charge accounts agreed or reconciled to the bank statements for the accounts in which the funds are held.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than in making the factual statements set out below.

Had we performed additional procedures or had we performed an audit or review of the Financial Statements in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

Report of factual findings

- (a) With respect to item 1 we found the figures in the statement of account to have been extracted correctly from the accounting records.
- (b) With respect to item 2 we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.
- (c) With respect to item 3 we found that the balance of service charge monies shown on page 4 of the service charge accounts agrees or reconciles to the bank statements for the accounts in which the funds are held.

Sexty & Co

Sexty & Co
Chartered Certified Accountants
124 Thorpe Road
Norwich
NR1 1RS

Date: 16 April 2018

FELLOWES PLAIN ESTATE

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 December 2017

	2017		2016	
	£	£	£	£
Income				
Service charges		57,234		57,377
Other income		12,027		3,992
Admin recharges		63		-
Bank interest		92		47
		<u>69,416</u>		<u>61,416</u>
Expenditure				
Repairs & maintenance	16,990		5,627	
Grounds maintenance	22,599		17,607	
Cleaning	86		100	
Insurance	5,949		6,715	
Business rates	5,649		5,832	
Electricity	167		52	
Water	1,303		93	
Telephone	193		-	
Management fees	7,706		8,386	
Sundry	3,531		4,086	
Admin fees	63		852	
Accountancy	650		646	
Legal and professional fees	<u>3,740</u>	68,626	<u>-</u>	49,996
Net surplus for the year		<u>790</u>		<u>11,420</u>

FELLOWES PLAIN ESTATE

RESERVE ACCOUNT

For the year ended 31 December 2017

	2017		2016
	£		£
Income			
Service charges	40,000		40,001
Bank interest	<u>-</u>		<u>49</u>
	40,000		40,050
Expenditure			
General repair works	<u>-</u>	<u>-</u>	<u>1,633</u>
Net surplus for the year	<u>40,000</u>		<u>38,417</u>

FELLOWES PLAIN ESTATE

BALANCE SHEET

31 December 2017

	Notes	2017	2016
		£	£
CURRENT ASSETS			
Debtors	2	9,828	9,528
Bank Balance	3	175,937	103,755
		<hr/>	<hr/>
		185,765	113,283
LESS CURRENT LIABILITIES			
Creditors	4	61,034	17,761
		<hr/>	<hr/>
NET ASSETS		<u>124,731</u>	<u>95,522</u>
FINANCED BY			
RESERVES			
Income and Expenditure Account	5	-	31,546
Reserve Account	5	124,731	63,976
		<hr/>	<hr/>
		<u>124,731</u>	<u>95,522</u>

The service charge accounts were approved by the managing agent on 16 April 2018 and signed on their behalf by:



G N Hudson

Director, for and on behalf of Norwich Residential Management Limited

FELLOWES PLAIN ESTATE

NOTES TO THE SERVICE CHARGE ACCOUNTS

for the year ended 31 December 2017

1. ACCOUNTING POLICIES

The accounts are prepared in accordance with the provisions of the leases on the accruals basis.

2. DEBTORS

	2017 £	2016 £
Service charges	13	1,877
Prepayments	3,896	4,454
Other debtors	5,919	3,197
	9,828	9,528

3. BANK ACCOUNT

Service charge money is held in trust at Barclays Bank PLC under the title NRM FPEMCL Client Account.

4. CREDITORS

	2017 £	2016 £
Service charges received in advance	51,769	-
Trade creditors	1,023	-
Accruals	5,360	3,656
Other creditors	2,092	2,685
Surplus service charge monies	790	11,420
	61,034	17,761

5. RESERVES

	Income & Expenditure £	Reserve Fund £	Total £
At 1 January 2017	31,546	63,976	95,522
2016 surplus credited back to owners	(11,420)	-	(11,420)
Transfer between funds	(20,755)	20,755	-
Difference w/off	629	-	629
Surplus for the year	790	40,000	40,790
Surplus service charge monies transferred to creditors (note 4)	(790)	-	(790)
	-	124,731	124,731
At 31 December 2017	-	124,731	124,731

The Reserve Fund is held for large scale capital work and major renovations.