

**FELLOWES PLAIN ESTATE**

**SERVICE CHARGE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**FELLOWES PLAIN ESTATE**

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**For the year ended 31 December 2019**

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## FELLOWES PLAIN ESTATE

### SERVICE CHARGE ACCOUNTS for the year ended 31 December 2019

#### 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 9 April 2019, 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 2019 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: 17 March 2020

## FELLOWES PLAIN ESTATE

### INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 December 2019

	2019		2018	
	£	£	£	£
<b>Income</b>				
Service charges		60,497		57,345
Insurance claims income		3,570		-
Admin recharges		1,195		1,112
Bank interest		<u>600</u>		<u>426</u>
		65,862		58,883
<b>Expenditure</b>				
Repairs & maintenance	10,420		12,969	
Grounds maintenance	23,308		16,845	
Insurance claim costs	3,670		-	
Insurance	6,498		6,698	
Business rates	3,826		5,742	
Electricity	625		609	
Water	751		699	
Telephone	1,189		497	
Management fees	5,920		5,920	
Sundry	696		327	
Admin fees	1,195		1,112	
Accountancy	661		465	
Legal and professional fees	<u>6,778</u>	65,537	<u>6,960</u>	58,843
<b>Net surplus for the year</b>		<u>325</u>		<u>40</u>

## FELLOWES PLAIN ESTATE

### RESERVE ACCOUNT

For the year ended 31 December 2019

		2019		2018
		£		£
<b>Income</b>				
Service charges		40,000		40,000
<b>Expenditure</b>				
Decorating works	-		4,981	
General repairs	10,505		-	
Electrical works	1,500		-	
Landscaping works	-	12,005	17,493	22,474
		<hr/>	<hr/>	<hr/>
<b>Net surplus for the year</b>		27,995		17,526
		<hr/> <hr/>		<hr/> <hr/>

# FELLOWES PLAIN ESTATE

## BALANCE SHEET

31 December 2019

	Notes	2019	2018
		£	£
<b>CURRENT ASSETS</b>			
Debtors	2	5,881	6,567
Bank Balance	3	<u>228,413</u>	<u>202,397</u>
		234,294	208,964
<b>LESS CURRENT LIABILITIES</b>			
Creditors	4	<u>64,042</u>	<u>66,707</u>
<b>NET ASSETS</b>			
		<u>170,252</u>	<u>142,257</u>
<b>FINANCED BY</b>			
<b>RESERVES</b>			
Income and Expenditure Account	5	-	-
Reserve Account	5	<u>170,252</u>	<u>142,257</u>
		<u>170,252</u>	<u>142,257</u>

The service charge accounts were approved by the managing agent on 17 March 2020 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 2019

#### 1. ACCOUNTING POLICIES

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

#### 2. DEBTORS

	2019 £	2018 £
Service charges	750	569
Prepayments	5,131	4,345
Other debtors	-	1,653
	<u>5,881</u>	<u>6,567</u>

#### 3. BANK ACCOUNT

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

#### 4. CREDITORS

	2019 £	2018 £
Service charges received in advance	46,308	44,596
Trade creditors	2,180	1,260
Accruals	13,747	17,585
Other creditors	1,482	2,436
Surplus service charge monies	325	830
	<u>64,042</u>	<u>66,707</u>

#### 5. RESERVES

	Income & Expenditure £	Reserve Fund £	Total £
At 1 January 2019	-	142,257	142,257
Surplus for the year	325	27,995	28,320
Surplus service charge monies transferred to creditors (note 4)	(325)	-	(325)
	<u>-</u>	<u>170,252</u>	<u>170,252</u>
At 31 December 2019	<u>-</u>	<u>170,252</u>	<u>170,252</u>

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