

Financial Statements for the Year Ended 31 December 2018

for

Shoebury Garrison

Contents of the Financial Statements
for the Year Ended 31 December 2018

	Page
General Information	1
Accountants' Report	2
Client Approval Certificate	3
Income and Expenditure Account	4
Balance Sheet	5
Estate Expenditure Schedule	6
Block/Development Expenditure Schedule	7
Reserve Movements Schedule	13
Notes to the Financial Statements	14

Shoebury Garrison

General Information
for the Year Ended 31 December 2018

MANAGING AGENTS:

Fowler & Spenceley Property Man
Office Suite 5, Market Square Chambers
4 West Street
Rochford
Essex
SS4 1AL

ACCOUNTANTS:

Santry Davis
Chartered Certified Accountants
Pinnacle House
2-10 Rectory Road
Hadleigh
Essex
SS7 2ND

Financial Statements

for the Year Ended 31 December 2018

Certifying Accountants Report to the Managing Agents of

Shoebury Garrison

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 lease for the property. In accordance with our engagement letter, we have prepared for your approval the unaudited service charge accounts for the year ending 31st December 2018 from the accounting records, information and explanations you have given us.

This report is made to Shoebury Garrison and their 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 these parties and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than these parties for our work or for this report.

Basis of the report

Our work was carried out having regard to Tech 03/11 Residential Service Charge Accounts published jointly by the professional accountancy bodies with ARMA and RICS

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 landlord;
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 5 of the service charge accounts agreed or reconciled to the bank statement for the account in which the funds are held.

Because the above procedures do not constitute either an audit or review 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) We found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.
- b) We found that the balance of service charge monies shown on page 5 of the service charge accounts agrees or reconciles to the bank report for the account(s) in which the funds are held.



Santry Davis
Chartered Certified Accountants
Pinnacle House
2-10 Rectory Road
Hadleigh
Essex
SS7 2ND

Date:18th December 2020.

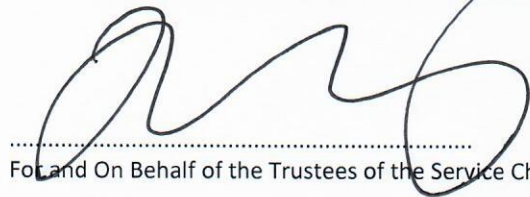
Financial Statements

for the Year Ended 31 December 2018

Shoebury Garrison

Client Approval Certificate

In accordance with the terms of engagement of Santry Davis, I approve the financial statements for the year ended 31st December 2018 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the financial statements, including the appropriateness of the accounting basis as set out in note 1, and for providing Santry Davis with all information and explanations necessary for their compilation.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above a dotted line.

For and On Behalf of the Trustees of the Service Charges of Shoebury Garrison

Date:15/12/20.....

Shoebury GarrisonIncome and Expenditure Account
for the Year Ended 31 December 2018

	31.12.18		31.12.17	
	£	£	£	£
Income				
Service Charges Receivable	184,433		183,578	
Balancing Service Charges	-		(14,200)	
Major Works Service Charges	1,102		(209)	
Late Payment Interest	-		57	
		185,535		169,226
Estate Costs				
<u>Utilities</u>				
Estate Lighting	8,857		7,942	
Refuse Bin Hire	755		207	
Vermin and Pest Control	650		600	
<u>Repairs and Maintenance</u>				
General Repairs & Maintenance	1,782		1,734	
Estate Road & Light Repairs	21,799		3,651	
Gulley Maintenance & Gulping	1,800		-	
Road Sweeping	5,158		4,978	
Courtyard Gulley Clearance	1,415		3,238	
Tree Surgery	2,184		2,148	
Landscaping	31,438		30,488	
Estate Road Weed Control	1,199		1,199	
<u>Professional Fees</u>				
Management Fees	22,890		21,800	
Health and Safety Reports	334		-	
Legal Fees	685		1,010	
Accountancy	3,180		3,130	
<u>Insurance</u>				
Property Owners Liability Insurance	1,585		1,568	
		105,711		83,693
		79,824		85,533
Other income				
Deposit account interest		266		1,272
		80,090		86,805
Block/Development Costs				
<u>Utilities</u>				
Electricity	2,774		4,036	
Water to Bin Store	44		8	
Lift Telephone	234		840	
<u>Repairs and Maintenance</u>				
General Repairs & Maintenance	3,550		8,324	
Security Gates Maintenance	-		383	
Water Pump Maintenance	-		456	
Lift Maintenance	1,008		2,888	
Door Entry	73		327	
Fire Equipment Maintenance	3,082		2,303	
Cleaning	5,490		6,847	
Window Cleaning	1,070		1,364	
Insurance Claims	250		747	
Carried forward	17,575	80,090	28,523	86,805

Shoebury Garrison

Trading and Profit and Loss Account
for the Year Ended 31 December 2018

	31.12.18		31.12.17	
	£	£	£	£
Brought forward	17,575	80,090	28,523	86,805
Repairs and Maintenance (cont'd)				
Major Works	26,698		4,785	
<u>Professional Fees</u>				
Management Fees	11,592		12,320	
Health & Safety Reports	620		-	
Other Professional Fees	-		907	
<u>Insurance</u>				
Buildings Insurance	18,003		18,756	
Engineering Insurance	411		711	
		<u>74,899</u>		<u>66,002</u>
		5,191		20,803
Finance costs				
Bad Debts Written Off	-		49	
Sinking Fund	(28,460)		(1,482)	
Cyclical Reserve	20,180		21,760	
Transfer to RTM Co	4,153		-	
		<u>(4,127)</u>		<u>20,327</u>
EXCESS OF INCOME OVER EXPENDITURE		<u>9,318</u>		<u>476</u>

Shoebury Garrison

Balance Sheet

31 December 2018

	Notes	31.12.18 £	£	31.12.17 £	£
CURRENT ASSETS					
Service Charge Debtors		100,909		35,215	
Prepayments		11,191		12,821	
Managing Agents Bank Account		101,996		127,146	
Bank account no. 3		110,505		99,990	
Gladedale Bank Account		<u>41,291</u>		<u>41,153</u>	
		<u>365,892</u>		<u>316,325</u>	
CURRENT LIABILITIES					
Trade creditors		7,011		4,919	
Service Charges Received in Advance		921		5,429	
Accruals and deferred income		82,486		12,877	
Accrued expenses		<u>10,197</u>		<u>8,579</u>	
		<u>100,615</u>		<u>31,804</u>	
			<u>265,277</u>		<u>284,521</u>
NET ASSETS					
			<u>265,277</u>		<u>284,521</u>
FINANCED BY					
LONG TERM LIABILITIES					
Sinking Funds - Provision		116,877		130,831	
Sinking Funds S20 - Provision		5,057		6,487	
S20 Top-Ups Provision		-		54,616	
Road Fund Provision		50,000		50,000	
Special Estate Fund -Provision		<u>30,582</u>		<u>30,582</u>	
			202,516		272,516
LESSEES FUNDS					
	2		<u>62,761</u>		<u>12,005</u>
			<u>265,277</u>		<u>284,521</u>

Shoebury Garrison

Estate Expenditure Schedule
for the Year Ended 31st December 2018

	Total	Schedule 1 - Estate	Schedule 2 - Estate B
<u>Utilities</u>			
Estate Lighting	8,857	8,857	-
Vermin and Pest Control	650	650	-
Bin Hire	755	-	755
<u>Repairs and Maintenance</u>			
General Repairs and Maintenance	-	-	-
Estate Road and Light Repairs	21,799	21,799	-
Gulley Maintenance and Gulping	3,747	1,965	1,782
Estate Road Weed Control	1,199	1,199	-
Road Sweeping	5,158	5,158	-
Tree Surgery	2,184	-	2,184
Landscaping and Grounds Maintenance	31,438	-	31,438
Courtyard Gulley Clearance	-	-	-
<u>Professional Fees</u>			
Management Fees	22,890	22,890	-
Legal Fees	685	-	685
Accountancy Fees	2,880	2,880	-
Health & Safety	334	334	-
<u>Insurance</u>			
Property Owners Liability Insurance	1,585	1,585	-
<u>Financial Costs</u>			
Bank Charges	-	-	-
	<u>104,160</u>	<u>67,316</u>	<u>36,844</u>
<u>Reserve Transfers</u>			
Costs met from Reserves	- 15,741	- 15,741	-
Reserve Transfers	10,620	7,420	3,200
	<u>99,040</u>	<u>58,996</u>	<u>40,044</u>
Service Charges for the period	106,502	58,304	48,198
Surplus/(Deficit) for the period	<u>7,463</u>	<u>- 692</u>	<u>8,154</u>

Shoebury GarrisonBlock/Development Expenditure Schedule
for the Year Ended 31st December 2018

	Total	Schedule 3 - Pump	Schedule 4 - Maisonettes 72 & 74	Schedule 5 - Garages 54, 56, 66, 68, 72, 74, 86, 88
<u>Utilities</u>				
Electricity	2,774	-	-	-
Water to Bin Store	44	-	-	-
Lift Telephone	234	-	-	-
<u>Repairs and Maintenance</u>				
General Repairs and Maintenance	3,553	-	-	-
Security Gates Maintenance	-	-	-	-
Water Pump Maintenance	-	-	-	-
Lift Maintenance	1,008	-	-	-
Door Entry	73	-	-	-
Fire Equipment Maintenance	3,082	-	-	-
Insurance Claims	250	-	-	-
Cleaning	5,490	-	-	-
Window Cleaning	1,070	-	-	-
<u>Major Works</u>				
Professional Fees	-	-	-	-
Major Works	26,698	-	4,769	-
<u>Professional Fees</u>				
Management Fees	11,592	-	288	-
Health & Safety	620	-	-	-
<u>Insurance</u>				
Building Insurance	18,003	-	308	171
Engineering Insurance	411	-	-	-
<u>Reserve Transfers</u>				
Costs met from Reserves	- 12,719	-	-	-
Reserve Transfers	9,560	-	250	120
	<u>71,741</u>	<u>-</u>	<u>5,615</u>	<u>291</u>
Service Charges for the period	79,345	-	5,717.06	395.04
Costs met by Developer	-	-	-	-
Funds tfr to RTM Co Agents	-	-	-	-
Surplus/(Deficit) for the period	<u>3,451</u>	<u>-</u>	<u>102</u>	<u>104</u>

Shoebury Garrison

Block/Development Expenditure Schedule
for the Year Ended 31st December 2018

	Schedule 6 - Maisonettes 34 & 36	Schedule 7 - Garages 10, 14, 34, 36, 40, 42, 50	Schedule 8 - Maisonettes 49 & 51	
			49	51
<u>Utilities</u>				
Electricity	-	-	-	-
Water to Bin Store	-	-	-	-
Lift Telephone	-	-	-	-
<u>Repairs and Maintenance</u>				
General Repairs and Maintenance	-	-	-	-
Security Gates Maintenance	-	-	-	-
Water Pump Maintenance	-	-	-	-
Lift Maintenance	-	-	-	-
Door Entry	-	-	-	-
Fire Equipment Maintenance	-	-	-	-
Insurance Claims	-	-	-	-
Cleaning	-	-	-	-
Window Cleaning	-	-	-	-
<u>Major Works</u>				
Professional Fees	-	-	-	-
Major Works	5,403	-	1,689	1,689
<u>Professional Fees</u>				
Management Fees	288	-	144	144
Health & Safety				
<u>Insurance</u>				
Building Insurance	308	171	154	154
Engineering Insurance	-	-	-	-
<u>Reserve Transfers</u>				
Costs met from Reserves	- 1,150		-	- 450
Reserve Transfers	250	120	125	125
	<u>5,099</u>	<u>291</u>	<u>2,112</u>	<u>1,662</u>
Service Charges for the period	5,201.00	395.04	2,162.78	1,712.78
Costs met by Developer				
Funds tfr to RTM Co Agents				
Surplus/(Deficit) for the period	<u>102</u>	<u>104</u>	<u>51</u>	<u>51</u>

Shoebury GarrisonBlock/Development Expenditure Schedule
for the Year Ended 31st December 2018

	Schedule 9 - Garages 49, 51, 55, 57, 65, 67, 15, 19	Schedule 10 - Apts 2 & 4 Horseshoe and 38-52 (Even) Chapel Road	Schedule 11 - Apartments 10- 20 (Even) Horseshoe	Schedule 12 - External Apartments 50- 56 Horseshoe Crescent (Even)
<u>Utilities</u>				
Electricity	-	187	97	-
Water to Bin Store	-	-	-	-
Lift Telephone	-	-	-	-
<u>Repairs and Maintenance</u>				
General Repairs and Maintenance	-	406	125	125
Security Gates Maintenance	-	-	-	-
Water Pump Maintenance	-	-	-	-
Lift Maintenance	-	-	-	-
Door Entry	-	-	-	-
Fire Equipment Maintenance	-	121	83	-
Insurance Claims	-	250	-	-
Cleaning	-	978	482	-
Window Cleaning	-	69	94	-
<u>Major Works</u>				
Professional Fees	-	-	-	-
Major Works	-	1,740	1,093	-
<u>Professional Fees</u>				
Management Fees	-	1,440	864	576
Health & Safety	-	72	72	-
<u>Insurance</u>				
Building Insurance	171	2,676	1,923	1,602
Engineering Insurance	-	-	-	-
<u>Reserve Transfers</u>				
Costs met from Reserves	-	1,758	1,093	-
Reserve Transfers	120	800	800	400
	<u>291</u>	<u>6,981</u>	<u>4,539</u>	<u>2,703</u>
Service Charges for the period	395.04	7,002.60	4,788.96	2,796.00
Costs met by Developer				
Funds tfr to RTM Co Agents				
Surplus/(Deficit) for the period	<u>104</u>	<u>22</u>	<u>250</u>	<u>93</u>

Shoebury Garrison

Block/Development Expenditure Schedule
for the Year Ended 31st December 2018

	Schedule 13 - Internal Apartments 50- 54 Horseshoe Crescent (Even)	Schedule 14 - Apartments 88- 92 Horseshoe Crescent (Even)	Schedule 15 - Apartments 7- 19 Horseshoe Crescent (Odd)	Schedule 16 - Apartments 58- 70 (Even) Chapel and 1 & 3 Horseshoe Crescent
<u>Utilities</u>				
Electricity	38	47	125	144
Water to Bin Store	-	-	-	-
Lift Telephone	-	-	-	-
<u>Repairs and Maintenance</u>				
General Repairs and Maintenance	174	146	424	202
Security Gates Maintenance	-	-	-	-
Water Pump Maintenance	-	-	-	-
Lift Maintenance	-	-	-	-
Door Entry	-	-	-	-
Fire Equipment Maintenance	-	-	-	158
Insurance Claims	-	-	-	-
Cleaning	241	241	482	978
Window Cleaning	47	47	94	69
<u>Major Works</u>				
Professional Fees	-	-	-	-
Major Works	546	661	1,093	1,599
<u>Professional Fees</u>				
Management Fees	-	432	864	1,296
Health & Safety	72	48	72	72
<u>Insurance</u>				
Building Insurance	-	961	1,999	2,540
Engineering Insurance	-	-	-	-
<u>Reserve Transfers</u>				
Costs met from Reserves	- 546	- 661	- 1,093	- 1,599
Reserve Transfers	200	400	800	800
	<u>772</u>	<u>2,322</u>	<u>4,859</u>	<u>6,260</u>
Service Charges for the period	835.02	2,617.02	4,784.04	6,386.04
Costs met by Developer				
Funds tfr to RTM Co Agents				
Surplus/(Deficit) for the period	<u>63</u>	<u>295</u>	<u>- 75</u>	<u>126</u>

Shoebury GarrisonBlock/Development Expenditure Schedule
for the Year Ended 31st December 2018

	Schedule 17 - 6-15 Parade Walk	Schedule 18 - Apartments 1 - 4 Chapel Place	Schedule 19 - Apartment 1 - 12 Willow Court	Schedule 20 - External Apartment 13- 16 Magazine Mews
<u>Utilities</u>				
Electricity	949	-	631	-
Water to Bin Store	-	-	-	-
Lift Telephone	234	-	-	-
<u>Repairs and Maintenance</u>				
General Repairs and Maintenance	238	74	610	400
Security Gates Maintenance	-	-	-	-
Water Pump Maintenance	-	-	-	-
Lift Maintenance	1,008	-	-	-
Door Entry	-	-	-	-
Fire Equipment Maintenance	803	-	179	-
Insurance Claims	-	-	-	-
Cleaning	375	-	663	-
Window Cleaning	95	-	208	-
<u>Major Works</u>				
Professional Fees	-	-	-	-
Major Works	-	-	-	-
<u>Professional Fees</u>				
Management Fees	360	576	1,728	576
Health & Safety			95	
<u>Insurance</u>				
Building Insurance	697	503	1,095	656
Engineering Insurance	411	-	-	-
<u>Reserve Transfers</u>				
Costs met from Reserves		-	-	
Reserve Transfers		500	950	800
	<u>5,169</u>	<u>1,653</u>	<u>6,159</u>	<u>2,432</u>
Service Charges for the period	10,672.50	1,836.00	6,697.92	2,641.04
Costs met by Developer				
Funds tfr to RTM Co Agents	- 4,153			
Surplus/(Deficit) for the period	<u>1,350</u>	<u>183</u>	<u>539</u>	<u>209</u>

Shoebury Garrison

Block/Development Expenditure Schedule
for the Year Ended 31st December 2018

	Schedule 20a - External Apartments 1- 2 & 13-16 Magazine Mews	Schedule 21 - Internal Apartment 13- 15 Magazine Mews	Schedule 22 - Apartments 1- 10 Gunners House	Schedule 23 - 15-18 Chapel Place
<u>Utilities</u>				
Electricity		234	321	-
Water to Bin Store		-	44	-
Lift Telephone		-	-	-
<u>Repairs and Maintenance</u>				
General Repairs and Maintenance		-	630	-
Security Gates Maintenance		-	-	-
Water Pump Maintenance		-	-	-
Lift Maintenance		-	-	-
Door Entry		73	-	-
Fire Equipment Maintenance		83	1,655	-
Insurance Claims		-	-	-
Cleaning		408	643	-
Window Cleaning		119	227	-
<u>Major Works</u>				
Professional Fees		-	-	-
Major Works	4,347	2,070	-	-
<u>Professional Fees</u>				
Management Fees		-	1,440	576
Health & Safety		48	72	
<u>Insurance</u>				
Building Insurance		-	1,410	503
Engineering Insurance		-	-	-
<u>Reserve Transfers</u>				
Costs met from Reserves	- 2,300	- 2,070		-
Reserve Transfers		-	1,500	500
	<u>2,047</u>	<u>964</u>	<u>7,941</u>	<u>1,579</u>
Service Charges for the period	2,047.00	1,234.02	7,242.00	1,786.00
Costs met by Developer				
Funds tfr to RTM Co Agents				
Surplus/(Deficit) for the period	<u>-</u>	<u>270</u>	<u>- 699</u>	<u>207</u>

Shoebury Garrison

Block/Development Expenditure Schedule
for the Year Ended 31st December 2018

Section 20
Works

Utilities

Electricity	-
Water to Bin Store	-
Lift Telephone	-

Repairs and Maintenance

General Repairs and Maintenance	-
Security Gates Maintenance	-
Water Pump Maintenance	-
Lift Maintenance	-
Door Entry	-
Fire Equipment Maintenance	-
Insurance Claims	-
Cleaning	-
Window Cleaning	-

Major Works

Professional Fees	-
Major Works	-

Professional Fees

Management Fees	-
Health & Safety	-

Insurance

Building Insurance	-
Engineering Insurance	-

Reserve Transfers

Costs met from Reserves	-
Reserve Transfers	-

-

Service Charges for the period
Costs met by Developer
Funds tfr to RTM Co Agents

Surplus/(Deficit) for the period

-

Shoebury Garrison

Reserve Movements
for the Year Ended 31st December 2018

Schedule	Balance at 1st January 2018	Transfers during the Year	Amounts Paid from Reserves	Transferred to RTM	Balance at 31st December 2018
1/2 Estate	53,312				53,312
1 Road & Light	19,244	7,420	(15,741)		10,923
2 Estate General	9,000	3,200			12,200
4 Maisonettes 72 & 74	0	250			250
6 Maisonettes 34 & 36	1,400	250	(1,150)		500
8 Maisonetette 49	(421)	125			(296)
8 Maisonetette 51	369	125	(450)		44
5 Garages 54 56 66 68 72 74 86 88	533	120			653
7 Garages 10 14 15 34 36 40 42 50	473	120			593
9 Garages 49 51 55 57 65 67 103 19	413	120			533
10 38-52 Chapel Road & 2&4 Hshoe	2,345	800	(1,758)		1,387
11 10-20 Horseshoe	3,800	800	(1,093)		3,508
12 50-56 Horseshoe External	1,889	400			2,289
13 50-54 Horseshoe Internal	1,450	200	(546)		1,104
14 88-92 Horseshoe	2,308	400	(661)		2,046
15 7-19 Horseshoe	3,780	800	(1,093)		3,488
16 58-70 Chapel Road & 1&3 Hshoe	3,625	800	(1,599)		2,827
17 6-15 Parade Walk	5,674			(5,674)	0
18 1-4 Chapel Place	2,340	500			2,840
19 1-12 Willow	4,710	950			5,660
20 13-16 Magazine Mews	3,900	800	(2,300)		2,400
21 13-15 Magazine Mews	2,210		(2,070)		140
22 1-10 Gunners House	7,877	1,500			9,377
23 15-18 Chapel Place	500	500			1,000
Difference in Other Provisions re Sinking Funds	100				100
	130,831	20,180	(28,460)	(5,674)	116,877

Notes to the Financial Statements
for the Year Ended 31 December 2018

1. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

The financial statements have been compiled on a basis which enables total income from service charges and expenditure there from to be calculated and the amount of any surplus or deficit for the period to be determined, in accordance with the requirements of Section 21 of the Landlord and Tenants Act 1985, and which provides sufficient and relevant information to enable the completion of a tax return where applicable.

2. **LESSEES FUNDS**

	31.12.18		31.12.17	
	£	£	£	£
Brought forward	12,005		11,529	
Add				
Excess of Income over Expenditure	9,318		476	
Reserve Transfer	56,045		-	
Balancing Charges	(14,454)		-	
	62,914		12,005	
Less				
Prior Year Adjustment	153		-	
		<u>62,761</u>		<u>12,005</u>
		<u>62,761</u>		<u>12,005</u>