

STATEMENT OF SERVICE CHARGE INCOME & EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
THE HEIGHTS, COVENTRY

THE HEIGHTS, COVENTRY
SERVICE CHARGE ACCOUNTS
31 DECEMBER 2020

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THE HEIGHTS, COVENTRY
ACCOUNTANTS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

ACCOUNTANTS' REPORT OF FACTUAL FINDINGS TO THE LANDLORD OF THE HEIGHTS, COVENTRY

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 Heights, Coventry. In accordance with our engagement Letter dated 16 May 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 4 in respect of the year ended 31 December 2020 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the landlord 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 Landlord 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 for this report.

Basis of 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. 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 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 2 of the service charge accounts agreed or reconciled to the bank statements for the account 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 statements 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 2 of the service charge accounts agrees or reconciles to the bank statements for the account in which the funds are held.

Crowe U.K. LLP

Crowe U.K. LLP
Chartered Accounts
Black Country House
Rounds Green Road
West Midlands
B69 2DG

Date: 25 May 2021

THE HEIGHTS, COVENTRY
INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2020

	Sch 1 £	Sch 2 £	2020 £	2019 £
Income relating to the period				
Service charges			59,284	58,448
Gross interest	17	11	28	45
Total income receivable			<u>59,312</u>	<u>58,493</u>
Expenditure relating to the period				
Cleaning	3,309	2,206	5,515	7,733
Window cleaning	864	576	1,440	1,440
Electricity	1,960	1,307	3,267	5,722
External maintenance	7,592	5,061	12,653	5,245
Internal maintenance	761	507	1,268	2,915
Landscaping	2,502	1,668	4,170	3,600
Professional fees	-	-	-	900
Management fees	9,450	6,300	15,750	15,000
Accountancy	360	240	600	600
Insurance	10,216	6,811	17,027	14,678
Fire alarms	1,038	692	1,730	881
Sinking fund	780	520	1,300	1,000
Total expenditure	<u>38,832</u>	<u>25,888</u>	<u>64,720</u>	<u>59,714</u>
Excess (deficit) funds			<u>(5,408)</u>	<u>(1,221)</u>

THE HEIGHTS, COVENTRY
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	2019 £
Assets			
Cash at bank	2	24,894	35,216
Prepayments		5,242	4,962
Trade debtors		2,335	3,603
Amounts due from tenants		5,408	1,221
		<u>37,879</u>	<u>45,002</u>
Liabilities			
Trade creditors		5,786	1,076
Accruals		1,701	1,244
Service charge in advance		26,092	39,682
		<u>33,579</u>	<u>42,002</u>
Net assets		<u>4,300</u>	<u>3,000</u>
Reserves:			
General reserves	3	4,300	3,000
Balance as at 31 December 2020		<u>4,300</u>	<u>3,000</u>

The statement of account was approved by Nicola Fagan for the managing agent on 25/5/21 and signed on behalf of the managing agent by


Nicola Fagan

THE HEIGHTS, COVENTRY

NOTES TO THE STATEMENT OF SERVICE CHARGE INCOME & EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2020

1. **Accounting policies**

The accounts are prepared in accordance with the lease and on the accruals basis.

2. **Bank account**

Service charge money was held in trust at Barclays Bank under the title The Heights designated client account.

3. **Reserve funds**

The general reserve has been established to meet the cost of large, non-regular repair and maintenance work.

4. **Managing agent annual declaration**

The following fees have been levied by the managing agent in relation to the year ended 31 December 2020.

Professional fees	£
Agents fees	<u>15,750</u>