

**ST. GEORGE'S FIELDS**  
**SERVICE CHARGE STATEMENTS**  
**FOR THE YEAR ENDED**  
**31st DECEMBER 2019**

**ST. GEORGE'S FIELDS**

**SERVICE CHARGE STATEMENTS**

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**INDEPENDENT ACCOUNTANT'S REPORT TO THE LANDLORD  
OF ST. GEORGE'S FIELDS**

**YEAR ENDED 31 DECEMBER 2019**

In accordance with our engagement letter, we have examined the service charge statement of account set out on pages 2 to 5 in respect of St. George's Fields for the year ended 31 December 2019 together with the books and records in so far as they relate to St. George's Fields.

This report is made to the Landlord for issue with the service charge statement in accordance with Section 21 of the Landlord and Tenant Act 1985. 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 or for this report.

Under the terms of this engagement, we are not required to, and did not, form any opinion as to either the reasonableness of the costs included within the service charge statement or the standard of the services or works provided.

**Respective responsibilities of the landlord and independent accountant**

Under the Landlord and Tenant Act 1985, the Landlord is responsible for the preparation of this service charge statement in respect of the costs in respect of St. George's Fields. It is our responsibility to form an independent opinion, based on our examination, on the service charge statement and to report our opinion exclusively to the Landlord.

**Basis of opinion**

We planned and performed our examination so as to obtain all the information and explanations that we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the service charge statement is a fair summary of the costs relating to St. George's Fields and is sufficiently supported by accounts, receipts and other documents which have been made available to us. In view of the purpose for which this service charge statement has been prepared, however, we did not evaluate the overall adequacy of the presentation of the information which would have been required if we were to express an audit opinion under International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board.

We certify that:-

- (a) In our opinion the service charge statement is a fair summary complying with the requirements of Section 21(5) of the Landlord and Tenant Act 1985.
- (b) The summary is sufficiently supported by accounts, receipts and other documents which have been produced to us.

*Simpson Winford & Partners*

Simpson Winford & Partners  
Registered Auditor  
Suffolk House  
George Street  
Croydon CR0 0YN

Date - 9<sup>th</sup> April 2020

**ST. GEORGE'S FIELDS**  
**DETAILED SERVICE CHARGE ACCOUNT**  
**FOR THE YEAR ENDED 31st DECEMBER 2019**

	(a)	(b)	(c)	(d)	(e)	(f)	Total 2019	Budget 2019	Total 2018
	£	£	£	£	£	£	£	£	£
<b>SERVICE CHARGE OUTGOINGS</b>									
<b>Light costs</b>									
Maintenance contracts	-	(252)	7,602	(2,115)	2,115	-	7,050		
Repairs	-	-	1,256	-	5,813	-	7,049		
Renewals	-	-	3,858	-	2,436	-	6,294		
Materials	2,405	-	10	-	-	-	2,405		
Telephone	-	(60)	746	-	-	60	746		
							25,558	15,000	10,914
<b>Garden expenses</b>									
Maintenance contracts	-	-	57,840	-	10,275	-	68,115		
New planting	-	(7,187)	13,561	-	-	-	6,374		
Tree surgery	-	-	9,720	-	-	-	9,720		
Flea ponds	-	-	2,268	-	-	-	2,268		
Other landscaping costs	-	-	3,911	-	-	-	3,911		
							86,388	106,000	90,000
<b>Cleaning</b>									
Wages and employment costs	-	-	82,337	-	-	-	82,337		
Consumables	2,500	(16)	10,158	(4,000)	1,864	-	10,866		
Equipment	-	-	3,010	-	-	-	3,010		
Waste disposal costs	-	-	6,858	-	-	-	6,858		
							105,031	102,000	95,835
<b>Decorating</b>									
Wages and employment costs	-	-	27,568	-	-	-	27,568		
Paint and supplies	-	-	4,358	-	-	-	4,358		
							31,926	36,000	40,735
<b>Security</b>									
Gate maintenance	-	(403)	11,630	-	326	-	11,554		
CCTV	-	-	1,315	-	-	-	1,315		
							12,869	10,000	9,405
<b>Legal and professional</b>									
Surveyors and related fees	-	-	11,450	-	-	-	11,450		
Legal and professional fees	10,579	-	6,710	10,395	-	-	27,684		
Independent accountant's fee	-	(4,000)	4,860	-	-	4,730	4,860		
							27,040	29,000	16,287
<b>Electricity and lighting</b>									
Electricity	-	495	19,719	-	(495)	-	19,719		
Testing repairs and renewals	-	-	9,016	-	526	-	9,542		
New lighting	-	-	-	-	-	-	-		
							29,261	33,000	38,409
<b>Repairs and renewals</b>									
General repair costs	-	(2,271)	58,757	-	4,851	-	61,287		
Drainage	-	-	12,597	-	-	-	12,597		
Boiler repairs	-	-	-	-	-	-	-		
Roofings	-	-	13,462	-	-	-	13,462		
TV aerial maintenance	2,430	-	3,782	(2,322)	-	-	3,660		
Fire protection system costs	-	-	14,054	-	-	-	14,054		
							101,928	111,000	136,618
<b>Roads</b>									
Bank charges	-	-	237	-	-	-	237	2,500	291
<b>Carry forward total</b>	<b>17,884</b>	<b>(14,691)</b>	<b>402,198</b>	<b>(18,036)</b>	<b>24,713</b>	<b>4,760</b>	<b>416,828</b>	<b>459,500</b>	<b>402,572</b>

**ST. GEORGE'S FIELDS**  
**DETAILED SERVICE CHARGE ACCOUNT**  
**FOR THE YEAR ENDED 31st DECEMBER 2019 - continued**

	(a)	(b)	(c)	(d)	(e)	(f)	Total 2019	Budget 2019	Total 2018
	£	£	£	£	£	£	£	£	£
<b>Brought forward total</b>	17,884	(14,691)	402,199	(18,036)	24,713	4,760	<b>416,825</b>	<b>459,500</b>	<b>402,502</b>
<b>Insurance</b>									
Buildings	-	-	57,979	-	(2,477)	-	55,502		
Terrestrial	-	-	25,686	-	-	-	25,686		
							81,188	39,000	82,427
<b>Office and administration</b>									
Salaries and employment costs	2,492	(545)	167,570	(4,216)	895	-	166,196		
Rates	-	-	197	-	-	-	197		
Telephone	-	(300)	1,944	-	-	201	1,944		
Stationery and postage	-	-	1,917	-	-	-	1,917		
Computer expenses	1,331	154	2,041	-	-	-	4,526		
Statutory	-	-	4,822	-	54	-	4,876		
							119,656	106,000	120,481
<b>Total</b>	<u>21,727</u>	<u>(15,082)</u>	<u>610,654</u>	<u>(32,252)</u>	<u>25,165</u>	<u>5,950</u>	<u>620,975</u>	<u>654,500</u>	<u>633,489</u>
<b>SERVICE CHARGES RECEIVED FOR YEAR</b>							504,497	404,500	837,489
Interest receivable out of taxation							3,112	-	5,572
							907,614	904,500	843,061
Transfer to St. George's Fields Reserve Fund							<u>284,942</u>	<u>250,000</u>	<u>232,511</u>

**RESERVE ACCOUNT EXPENDITURE**  
**FOR THE YEAR ENDED 31st DECEMBER 2019**

**RESERVE ACCOUNT OUTGOINGS**

Major works - Contractors	-	-	698,374	-	-	15,733	685,023		
Major works - Fees	-	-	90,795	-	1,950	-	92,745		
	<u>-</u>	<u>-</u>	<u>759,169</u>	<u>-</u>	<u>1,950</u>	<u>15,733</u>	<u>776,730</u>	<u>-</u>	<u>186,462</u>

The major works carried out in the year were concrete repairs and the removal of the low voltage electrical infrastructure.

**ST. GEORGE'S FIELDS**  
**DETAILED SERVICE CHARGE ACCOUNT**  
**FOR THE YEAR ENDED 31st DECEMBER 2019 - continued**

**NOTES**

**1. Analysis of Expenditure**

Total expenditure shown in the service charge account has been analysed as follows:

Column (a) are those costs paid in the previous year but relating to this period.	b/f prepayments
Column (b) are those costs paid in this year but relating to the previous year.	b/f accruals and provisions
Column (c) are those costs incurred which have been demanded and paid within the year.	
Column (d) are those costs paid in the year, but relating to the next period.	c/f prepayments
Column (e) are those costs incurred where a demand for payment from the supplier of services etc. has been received by the Landlord within the year, but remained unpaid at the year end.	c/f accruals
Column (f) are those costs incurred where no demand for payment from the suppliers of services etc. has been received by the Landlord within the year.	c/f accruals

2. The service charge money is held in accounts with Barclays Bank plc in a treasury deposit account, a current account and a reserve account, all of which are designated as held in trust for lease holders in accordance with section 42 of the Landlord & Tenants Act 1987.

## ST. GEORGE'S FIELDS

## SERVICE CHARGE TRUST FUND BALANCE SHEET AT 31st DECEMBER 2019

	2019		2018	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Service charges recoverable	1,543		3,228	
Other debtors	30,271		3,813	
Prepayments	22,252		21,727	
Cash at bank and in hand	<u>742,285</u>		<u>1,233,887</u>	
	796,351		1,261,655	
<b>CREDITORS:</b>				
Service charges received in advance	21,755		33,786	
Taxation and social security	8,264		9,902	
Other creditors	150		581	
Accruals	<u>45,856</u>		<u>15,282</u>	
	76,025		49,551	
<b>NET CURRENT ASSETS</b>		<u>720,326</u>		<u>1,212,104</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>720,326</u>		<u>1,212,104</u>
<b>RESERVES</b>				
Balance brought forward		1,212,104		1,703,025
Added in year	907,914		841,021	
Service charge expenditure in year	<u>(622,972)</u>		<u>(605,480)</u>	
		<u>284,942</u>		<u>235,541</u>
		1,497,046		1,398,566
Reserve account expenditure in year		<u>(776,720)</u>		<u>(1,86,462)</u>
Balance carried forward		<u>720,326</u>		<u>1,212,104</u>

**ST. GEORGE'S FIELDS**  
**SERVICE CHARGE ACCOUNT**  
**FOR THE YEAR ENDED 31st DECEMBER 2019**

	2019		2018	
	£	£	£	£
<b>SERVICE CHARGE INCOME</b>				
Service charges receivable		904,497		835,499
Interest receivable - net of trust tax		<u>3,417</u>		<u>5,522</u>
		907,914		841,021
<b>SERVICE CHARGE OUTGOINGS</b>				
<b>Life costs</b>				
Maintenance contract	7,050		7,820	
Repairs	7,049		131	
Renewals	8,294		-	
Insurance	2,405		2,317	
Telephone	<u>740</u>		<u>616</u>	
		25,538		10,914
<b>Garden expenses</b>				
Maintenance contracts	64,115		62,363	
New planting	6,374		13,428	
Tree surgery	9,720		5,700	
Fish ponds	2,268		1,163	
Other gardening costs	<u>3,911</u>		<u>7,452</u>	
		86,388		90,006
<b>Cleaning</b>				
Wages and employment costs	82,357		76,016	
Consumables	10,806		10,175	
Equipment	5,010		5,513	
Waste disposal costs	<u>6,858</u>		<u>4,821</u>	
		105,031		96,825
<b>Decorating</b>				
Wages and employment costs	27,568		29,346	
Paint and supplies	<u>4,058</u>		<u>4,409</u>	
		31,626		43,755
<b>Security</b>				
Gate maintenance	11,546		8,294	
CCTV	<u>1,333</u>		<u>1,111</u>	
		12,879		9,405
<b>Insurance</b>				
Buildings	50,802		48,176	
Terrorism	<u>35,686</u>		<u>31,251</u>	
		86,488		82,427
<b>Sub-total expenditure</b>		347,950		333,332



**ST. GEORGE'S FIELDS**  
**SERVICE CHARGE ACCOUNT**

**FOR THE YEAR ENDED 31st DECEMBER 2019 - continued**

	2019		2018	
	£	£	£	£
Total expenditure from previous page		347,950		333,332
Legal and professional				
Surveyors' and related fees	11,490		3,984	
Legal and other professional fees	7,690		7,173	
Independent accountant's fee	<u>4,860</u>		<u>5,130</u>	
		24,040		16,287
Bank				
Bank charges		237		294
Electrical and lighting				
Electricity consumption	19,719		21,880	
Testing, repairs and renewals	9,542		6,579	
New lighting	<u>-</u>		<u>-</u>	
		29,261		28,468
Repairs and renewals				
General repair costs	59,359		56,534	
Drainage	10,693		688	
Balcony works	-		16,044	
Roadways	13,462		6,679	
TV aerial maintenance	3,660		4,745	
Fire protection system costs	<u>14,654</u>		<u>21,938</u>	
		101,828		106,618
Office and administration				
Salaries and employment costs	106,196		109,112	
Rates	197		191	
Telephone	1,944		1,474	
Stationery and postage	1,917		1,766	
Sundry expenses	4,856		4,445	
Computer expenses	<u>4,546</u>		<u>3,472</u>	
		119,656		120,481
Total service and management costs		<u>622,972</u>		<u>605,480</u>
Transfer to St. George's Fields Reserve Fund		<u>284,941</u>		<u>235,541</u>
Major works	<u>776,720</u>		<u>186,462</u>	
		<u>776,720</u>		<u>186,462</u>