

ST. GEORGE'S FIELDS
SERVICE CHARGE STATEMENTS
FOR THE YEAR ENDED
31st DECEMBER 2020

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 2020

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 2020 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.



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

Date 7th May 2021

ST. GEORGE'S FIELDS
DETAILED SERVICE CHARGE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2020

	(a)	(b)	(c)	(d)	(e)	(f)	Total 2020	Budget 2020	Total 2019
SERVICE CHARGE OUTGOINGS	£	£	£	£	£	£	£	£	£
Lift costs									
Maintenance contract	2,115	(2,115)	9,002	(2,115)	1,573	-	8,460		
Repairs	-	(5,813)	11,430	-	-	-	5,617		
Renewals	-	(2,436)	2,436	-	-	-	-		
Insurance	-	-	2,477	-	-	-	2,477		
Telephone	-	(60)	660	-	-	60	660		
							<u>17,215</u>	14,000	25,538
Garden expenses									
Maintenance contracts	-	(10,275)	76,655	-	-	-	66,380		
New planting	-	-	750	-	-	-	750		
Tree surgery	-	-	15,336	-	-	-	15,336		
Fish ponds	-	-	1,001	-	-	-	1,001		
Other gardening costs	-	-	5,304	-	-	-	5,304		
							<u>88,771</u>	107,000	86,388
Cleaning									
Wages and employment costs	-	-	82,409	-	-	-	82,409		
Contractors	-	-	14,052	-	-	-	14,052		
Consumables	4,000	(1,864)	5,508	(1,000)	714	-	7,358		
Equipment	-	-	4,348	-	1,658	-	6,007		
Waste disposal costs	-	-	4,183	-	-	-	4,183		
							<u>114,009</u>	106,000	105,031
Decorating									
Wages and employment costs	-	-	36,866	-	-	-	36,866		
Paint and supplies	-	-	3,725	-	146	-	3,871		
							<u>40,737</u>	57,000	31,626
Security									
Gate maintenance	-	(326)	4,626	-	-	-	4,300		
General Security	-	-	1,065	-	-	-	1,065		
CCTV	-	-	1,282	-	-	-	1,282		
							<u>6,647</u>	11,000	12,879
Legal and professional									
Surveyors' and related fees	-	-	17,706	-	-	-	17,706		
Legal and professional fees	9,399	-	8,762	(10,218)	-	-	7,942		
Independent accountant's fee	-	(4,700)	4,560	-	-	4,700	4,560		
							<u>30,208</u>	30,000	24,040
Electrical and lighting									
Electricity	-	495	19,111	-	(495)	4,694	23,805		
Testing repairs and renewals	-	(526)	6,268	-	-	-	5,742		
New lighting	-	-	85	-	-	-	85		
							<u>29,631</u>	33,000	29,261
Repairs and renewals									
General repair costs	-	(1,853)	6,501	-	3,563	-	8,211		
Drainage	-	-	16,357	-	1,384	-	17,741		
Balcony repairs	-	-	24,274	-	2,498	-	26,773		
Roof repairs	-	-	38,655	-	-	-	38,655		
Roadways	-	-	9,581	-	-	-	9,581		
TV aerial maintenance	2,522	-	3,782	(2,522)	-	-	3,782		
Fire protection system costs	-	-	7,033	-	-	-	7,033		
							<u>111,776</u>	111,000	101,828
Bank									
Bank charges	-	-	201	-	-	-	201	2,500	237
Carry forward total	18,036	(29,473)	445,993	(15,855)	11,041	9,454	439,196	471,500	416,828

ST. GEORGE'S FIELDS
DETAILED SERVICE CHARGE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2020 - continued

	(a)	(b)	(c)	(d)	(e)	(f)		Total 2020	Budget 2020	Total 2019
	£	£	£	£	£	£	£	£	£	£
Brought forward total	18,036	(29,473)	445,993	(15,855)	11,041	9,454		439,196	471,500	416,828
Insurance										
Buildings	-	2,477	121,631	(71,551)	1,443	-	54,000			
Terrorism	-	-	77,713	(40,932)	1,323	-	38,104			
								92,104	93,000	86,488
Office and administration										
Salaries and employment costs	4,216	(895)	111,660	(2,640)	1,077	-	113,418			
Rates	-	-	214	-	-	-	214			
Telephone	-	(200)	2,482	-	-	200	2,482			
Stationery and postage	-	-	1,609	-	-	-	1,609			
Computer expenses	-	-	6,224	-	-	-	6,224			
Sundries	-	(34)	3,962	-	34	-	3,962			
								127,909	120,000	119,656
Total	22,252	(28,125)	771,488	(130,979)	14,918	9,654		659,208	684,500	622,972
SERVICE CHARGES RAISED FOR YEAR								939,520	939,500	904,497
CJRC (Furlough Grant)								3,979	-	-
Interest receivable net of taxation								1,167	-	3,417
								944,666	939,500	907,914
Transfer to St. George's Fields Reserve Fund								285,458	255,000	284,942

RESERVE ACCOUNT EXPENDITURE
FOR THE YEAR ENDED 31st DECEMBER 2020

RESERVE ACCOUNT OUTGOINGS

Major works - Contractors	-	(15,732)	109,848	-	-	-	94,116			
Major works - Fees	-	(1,950)	14,450	-	-	-	12,500			
	-	(17,682)	124,298	-	-	-		106,616	-	776,720

The major works carried out in the year were the external decorations at South Rise, the installation of an automatic smoke control system for the Step Blocks and retention release relating to low voltage electrical infrastructure project.

ST. GEORGE'S FIELDS
DETAILED SERVICE CHARGE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2020 - 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 2020

	2020		2019	
	£	£	£	£
CURRENT ASSETS				
Service charges recoverable		1,810		1,543
Other debtors		5,786		30,271
Prepayments		130,979		22,252
Cash at bank and in hand		823,912		742,285
		<u>962,488</u>		<u>796,351</u>
CREDITORS:				
Service charges received in advance		29,525		21,755
Taxation and social security		9,121		8,264
Other creditors		150		150
Accruals		24,523		45,856
		<u>63,319</u>		<u>76,025</u>
NET CURRENT ASSETS		<u>899,168</u>		<u>720,326</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>899,168</u>		<u>720,326</u>
RESERVES				
Balance bought forward		720,326		1,212,104
Added in year		944,666		907,914
Service charge expenditure in year		<u>(659,208)</u>		<u>(622,972)</u>
		<u>285,458</u>		<u>284,942</u>
		1,005,784		1,497,046
Reserve account expenditure in year		<u>(106,616)</u>		<u>(776,720)</u>
Balance carried forward		<u>899,168</u>		<u>720,326</u>

ST. GEORGE'S FIELDS
SERVICE CHARGE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2020

	2020		2019	
	£	£	£	£
SERVICE CHARGE INCOME				
Service charges receivable		939,519		904,497
CJRC (Furlough Grant)		3,979		0
Interest receivable - net of trust tax		<u>1,167</u>		<u>3,417</u>
		944,666		907,914
SERVICE CHARGE OUTGOINGS				
Lift costs				
Maintenance contract	8,460		7,050	
Repairs	5,617		7,049	
Renewals	-		8,294	
Insurance	2,477		2,405	
Telephone	<u>660</u>		<u>740</u>	
		17,215		25,538
Garden expenses				
Maintenance contracts	66,380		64,115	
New planting	750		6,374	
Tree surgery	15,336		9,720	
Fish ponds	1,001		2,268	
Other gardening costs	<u>5,304</u>		<u>3,911</u>	
		88,771		86,388
Cleaning				
Wages and employment costs	82,409		82,357	
Contractors	14,052		-	
Consumables	7,358		10,806	
Equipment	6,007		5,010	
Waste disposal costs	<u>4,183</u>		<u>6,858</u>	
		114,009		105,031
Decorating				
Wages and employment costs	36,866		27,568	
Paint and supplies	<u>3,871</u>		<u>4,058</u>	
		40,737		31,626
Security				
Gate maintenance	4,300		11,546	
General security	1,065		-	
CCTV	<u>1,282</u>		<u>1,333</u>	
		6,647		12,879
Insurance				
Buildings	54,000		50,802	
Terrorism	<u>38,104</u>		<u>35,686</u>	
		92,104		86,488
Sub-total expenditure		359,482		347,950

ST. GEORGE'S FIELDS
SERVICE CHARGE ACCOUNT

FOR THE YEAR ENDED 31st DECEMBER 2020 - continued

	2020		2019	
	£	£	£	£
Total expenditure from previous page		359,482		347,950
Legal and professional				
Surveyors' and related fees	17,706		11,490	
Legal and other professional fees	7,942		7,690	
Independent accountant's fee	<u>4,560</u>		<u>4,860</u>	
		30,208		24,040
Bank				
Bank charges		201		237
Electrical and lighting				
Electricity consumption	23,805		19,719	
Testing, repairs and renewals	5,742		9,542	
New lighting	<u>85</u>		<u>-</u>	
		29,631		29,261
Repairs and renewals				
General repair costs	8,211		32,686	
Drainage	17,741		10,693	
Balcony works	26,773		5,997	
Roof repairs	38,655		20,676	
Roadways	9,581		13,462	
TV aerial maintenance	3,782		3,660	
Fire protection system costs	<u>7,033</u>		<u>14,654</u>	
		111,776		101,828
Office and administration				
Salaries and employment costs	113,418		106,196	
Rates	214		197	
Telephone	2,482		1,944	
Stationery and postage	1,609		1,917	
Sundry expenses	3,962		4,856	
Computer expenses	<u>6,224</u>		<u>4,546</u>	
		127,909		119,656
Total service and management costs		<u>659,208</u>		<u>622,972</u>
Transfer to St.George's Fields Reserve Fund		<u>285,458</u>		<u>284,942</u>
Major works	<u>106,616</u>	<u>106,616</u>	<u>776,720</u>	<u>776,720</u>