

ST STEPHENS PAVILION
SERVICE CHARGE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2016

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

ACCOUNTANTS' REPORT OF FACTUAL FINDINGS TO THE MANAGING AGENT OF ST STEPHENS PAVILION

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 or transfers for St Stephens Pavilion, Norwich. In accordance with our engagement letter dated 9 March 2017, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 2 to 15 in respect of St Stephens Pavilion, Norwich for the year ended 31 December 2016 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:

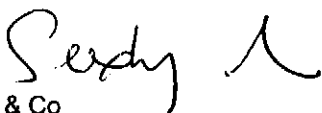
- 1) We obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained by or on behalf of the managing agent;
- 2) We checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
- 3) We checked whether the balance of service charge monies for this property shown on page 9 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 9 of the service charge accounts agrees or reconciles to the bank statements for the accounts in which the funds are held.

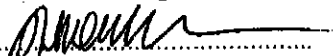

Sexty & Co
Chartered Certified Accountants
124 Thorpe Road
Norwich
NR1 1RS

Date: 27 July 2017

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

<u>Service Charge Statement of Account for St Stephens Pavilion</u>		2016	2016	2015
		Actual	Budget	Actual
<u>Income and Expenditure Account Total</u>		£	£	£
<u>Repairs & Maintenance</u>	Cleaning Contract	40,963	41,000	40,481
	Window Cleaning	19,240	19,240	19,240
	Caretaking/Security Services	1,346	-	304
	Carpet Cleaning	-	500	1,433
	Door Entry System	2,984	3,500	3,639
	Drainage, Guttering & Sewerage	8,095	5,700	6,092
	Lift Maintenance	12,237	7,080	8,404
	Gate & Barrier Maintenance	10,047	6,500	4,895
	Refuse Collection	1,570	1,000	815
	Fire Equipment Maintenance	9,345	5,136	7,457
	Aerial Maintenance	532	500	351
	Water Pump Maintenance	2,268	3,330	6,102
	Water Treatment	2,102	2,724	1,920
	Electrical Maintenance & Repairs	9,264	10,000	12,728
	Lightning Conductor	702	400	420
	General Repairs & Maintenance	15,109	5,000	5,948
	CCTV & Security	727	-	-
	Pest Control	4,131	9,000	5,314
	Lift Telephone	1,867	1,500	1,902
	Dry Riser Test	2,274	3,000	3,121
	Emergency Lighting	1,515	1,260	1,320
	Man Safe Equipment	1,056	960	1,451
	Car Park Control	306	1,050	-
	Sundry Expenses	(37)	-	-
<u>Grounds Maintenance</u>	Grounds Maintenance	7,678	7,492	6,809
<u>Insurance</u>	Public Liability Insurance	2,436	2,613	377
	Buildings Insurance	39,344	50,355	39,487
	Engineering & Lift Insurance	2,198	2,347	2,153
<u>Professional Fees</u>	Management Fees	43,706	43,706	43,060
	Company Secretarial Fees	827	827	828
	Accountancy Fees	2,841	2,841	2,759
	Health & Safety	2,530	2,373	2,962
	Legal & Professional Fees	205	1,000	390
	Printing, Postage & Stationery	2,442	2,950	3,539
	Venue Hire	-	-	32
<u>Utilities</u>	Electricity	26,555	37,000	38,790
	Gas	889	2,540	402
	Water	58,000	58,000	(64,876)
<u>Bad Debts</u>	Bad Debts	6,069	-	-
	Contributions Transferred to Reserve Fund	101,082	101,082	53,224
Total Expenditure		444,444	443,506	263,073
<u>Income</u>	Service Charges Receivable	342,418		335,372
	Reserve Charges Receivable	101,082		53,224
	Other Income	1,671		-
<u>Interest Received</u>	Bank Interest Received Net	282		175
Total Income		445,453		388,771
Surplus At End Of Accounting Year		1,009		125,698

The service charge accounts were approved by the managing agent on 27/07/2017 and signed on their behalf by:


Roshan Don, for and on behalf of Residential Management Group

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

<u>Service Charge Statement of Account for St Stephens Pavillon</u>		2016	2016	2015
		Actual	Budget	Actual
<u>Income and Expenditure - Service Charge - Estate</u>		£	£	£
<u>Repairs & Maintenance</u>	Drainage, Guttering & Sewerage	-	217	-
	Fire Equipment Maintenance	-	-	1,110
	Electrical Maintenance & Repairs	2,234	369	57
	General Repairs & Maintenance	252	455	127
	Sundry Expenses	(37)	-	-
<u>Grounds Maintenance</u>	Grounds Maintenance	7,678	7,492	6,609
<u>Insurance</u>	Public Liability Insurance	2,436	2,613	377
<u>Professional Fees</u>	Management Fees	19,858	19,858	19,565
	Company Secretarial Fees	827	827	828
	Accountancy Fees	2,841	2,841	2,759
	Health & Safety	241	226	282
	Legal & Professional Fees	205	1,000	-
	Printing, Postage & Stationery	2,442	2,950	2,839
	Venue Hire	-	-	32
<u>Utilities</u>	Electricity	234	330	1,387
	Water	-	-	(24,000)
<u>Bad Debts</u>	Bad Debts	6,069	-	-
	Contributions Transferred to Reserve Fund	3,909	3,910	6,391
Total Expenditure		49,189	43,088	18,363
<u>Income</u>	Service Charges Receivable	39,176		34,769
	Reserve Charges Receivable	3,909		6,391
	Other Income	205		-
<u>Interest Received</u>	Bank Interest Received Net	77		53
Total Income		43,367		41,213
(Deficit)/Surplus At End Of Accounting Year		(5,822)		22,850

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Service Charge Statement of Account for St Stephens Pavilion

<u>Income and Expenditure Account - Service Charge - Admin & Pavilion Building</u>		2016 Actual £	2016 Budget £	2015 Actual £
<u>Repairs & Maintenance</u>	Cleaning Contract	35,364	35,396	34,964
	Window Cleaning	19,240	19,240	18,880
	Carpet Cleaning	-	454	1,354
	Door Entry System	2,756	2,016	2,503
	Drainage, Guttering & Sewerage	7,577	5,000	5,955
	Lift Maintenance	12,237	7,080	8,324
	Refuse Collection	1,561	1,000	815
	Fire Equipment Maintenance	9,066	4,466	5,755
	Aerial Maintenance	532	333	234
	Water Pump Maintenance	1,188	2,918	5,639
	Water Treatment	1,584	2,029	1,430
	Electrical Maintenance & Repairs	6,100	7,295	1,846
	Lightning Conductor	351	200	210
	General Repairs & Maintenance	9,639	3,246	5,430
	CCTV & Security	727	-	-
	Pest Control	2,261	8,570	4,343
	Lift Telephone	1,867	1,500	1,902
	Dry Riser Test	2,047	2,609	2,714
	Emergency Lighting	1,389	1,145	1,200
	Man Safe Equipment	704	640	1,131
	Caretaking/Security Services	600	-	-
<u>Insurance</u>	Buildings Insurance	32,987	41,722	32,613
	Terrorism insurance	-	-	550
	Engineering & Lift Insurance	2,198	2,347	2,153
<u>Professional Fees</u>	Management Fees	21,756	21,756	21,434
	Health & Safety	2,082	1,953	2,437
	Legal & Professional Fees	-	-	390
<u>Utilities</u>	Electricity	18,709	26,343	24,552
	Water	58,000	58,000	(40,876)
Contributions Transferred to Reserve Fund		74,930	74,930	38,906
Total Expenditure		<u>327,452</u>	<u>332,188</u>	<u>186,788</u>
<u>Income</u>	Service Charges Receivable	257,256		253,749
	Reserve Charges Receivable	74,930		38,906
	Other Income	1,466		-
<u>Interest Received</u>	Bank Interest Received Net	170		86
Total Income		<u>333,822</u>		<u>292,741</u>
Surplus At End Of Accounting Year		<u>6,370</u>		<u>105,953</u>

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

<u>Service Charge Statement of Account for St Stephens Pavilion</u>		2016	2016	2015
		Actual	Budget	Actual
<u>Income and Expenditure Account - Service Charge - Parking</u>		£	£	£
<u>Repairs & Maintenance</u>	Cleaning Contract	2,352	2,354	2,304
	Caretaking/Security Services	746	-	304
	Door Entry System	119	424	325
	Drainage, Guttering & Sewerage	40	483	-
	Gate & Barrier Maintenance	10,047	6,500	4,895
	Electrical Maintenance & Repairs	930	670	163
	Car Park Control	305	1,050	-
<u>Insurance</u>	Buildings Insurance	1,225	1,865	1,458
	Terrorism insurance	-	-	25
<u>Professional Fees</u>	Printing, Postage & Stationery	-	-	700
<u>Utilities</u>	Electricity	3,357	4,727	-
Contributions Transferred to Reserve Fund		3,577	3,576	1,264
Total Expenditure		<u>22,698</u>	<u>21,649</u>	<u>11,438</u>
<u>Income</u>	Service Charges Receivable	18,071		13,223
	Reserve Charges Receivable	3,577		1,264
<u>Interest Received</u>	Bank Interest Received Net	14		9
Total Income		<u>21,662</u>		<u>14,496</u>
(Deficit)/Surplus At End Of Accounting Year		<u>(1,036)</u>		<u>3,058</u>

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Service Charge Statement of Account for St Stephens Pavilion

<u>Income and Expenditure Account - Service Charge - Ivory Building (All Flats)</u>		2016 Actual £	2016 Budget £	2015 Actual £
<u>Repairs & Maintenance</u>	Window Cleaning	-	-	360
	Drainage, Guttering & Sewerage	58	-	17
	Fire Equipment Maintenance	13	81	72
	Water Pump Maintenance	540	-	56
	Water Treatment	83	84	59
	Lightning Conductor	42	24	25
	Dry Riser Test	27	47	49
	Man Safe Equipment	43	39	39
	Booster Pump	-	50	-
	Refuse Collection	9	-	-
<u>Insurance</u>	Buildings Insurance	1,224	820	72
	Terrorism insurance	-	-	11
<u>Professional Fees</u>	Management Fees	2,092	2,092	2,062
Contributions Transferred to Reserve Fund		2,262	2,262	863
Total Expenditure		<u>6,393</u>	<u>5,499</u>	<u>3,685</u>
<u>Income</u>	Service Charges Receivable	3,237		3,809
	Reserve Charges Receivable	2,262		863
<u>Interest Received</u>	Bank Interest Received Net	7		9
Total Income		<u>5,506</u>		<u>4,681</u>
(Deficit)/Surplus At End Of Accounting Year		<u>(887)</u>		<u>996</u>

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Service Charge Statement of Account for St Stephens Pavilion

<u>Income and Expenditure Account - Service Charge - Ivory Building (Comm. Entrance)</u>		2016 Actual £	2016 Budget £	2015 Actual £
<u>Repairs & Maintenance</u>	Cleaning Contract	3,247	3,250	3,213
	Carpet Cleaning	-	46	24
	Door Entry System	109	1,060	811
	Drainage, Guttering & Sewerage	420	-	120
	Lift Maintenance	-	-	80
	Fire Equipment Maintenance	266	589	520
	Aerial Maintenance	-	167	117
	Water Pump Maintenance	540	-	407
	Water Treatment	435	611	430
	Electrical Maintenance & Repairs	-	1,666	10,663
	Lightning Conductor	309	176	184
	General Repairs & Maintenance	5,218	1,299	393
	Pest Control	1,870	430	971
	Dry Riser Test	200	344	358
	Emergency Lighting	126	115	120
	Man Safe Equipment	309	281	281
	Booster Pump	-	362	-
<u>Insurance</u>	Buildings Insurance	3,908	5,948	4,679
	Terrorism insurance	-	-	78
<u>Professional Fees</u>	Health & Safety	207	194	242
<u>Utilities</u>	Electricity	4,255	5,600	12,851
Contributions Transferred to Reserve Fund		16,404	16,404	5,800
Total Expenditure		37,823	38,542	42,342
<u>Income</u>	Service Charges Receivable	22,138		27,603
	Reserve Charges Receivable	16,404		5,800
<u>Interest Received</u>	Bank Interest Received Net	10		15
Total Income		38,552		33,418
Surplus/(Deficit) At End Of Accounting Year		729		(8,924)

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Service Charge Statement of Account for St Stephens Pavilion

<u>Income and Expenditure Account - Service Charge - Ivory Building (Gas Boiler)</u>		2016 Actual £	2016 Budget £	2015 Actual £
<u>Repairs & Maintenance</u>	Carpet Cleaning	-	-	55
<u>Utilities</u>	Gas	889	2,540	402
Total Expenditure		<u>889</u>	<u>2,540</u>	<u>457</u>
<u>Income</u>	Service Charges Receivable	2,540		2,219
<u>Interest Received</u>	Bank Interest Received Net	4		3
Total Income		<u>2,544</u>		<u>2,222</u>
Surplus At End Of Accounting Year		<u>1,655</u>		<u>1,765</u>

**St Stephens Pavillion
Service Charge Accounts
For the year ended 31st December 2016**

Service Charge Statement of Account for St Stephens Pavillion

<u>Balancing Statement as at 31st December 2016</u>		2016		2015	
		£	£	£	£
<u>Assets</u>					
	Notes				
Service Charges Owed by Tenants			1,919		6,502
Sundry Debtors			2,396		6,557
Prepayments	4		45,942		12,830
Balances Held: Cash at Bank and in Hand	5		<u>407,317</u>		<u>295,363</u>
			457,574		320,252
<u>Liabilities</u>					
Service Charges Paid In Advance			-	12,466	
Trade Creditors		50,901		-	
Accruals	6	90,808		30,290	
Sundry Creditors		3,197		2,364	
Surplus for the Year to be Credited		<u>1,009</u>		<u>125,698</u>	
			145,915		170,818
<u>Net Assets/(Liabilities)</u>			<u><u>311,659</u></u>		<u><u>149,434</u></u>
Reserve Fund	3		133,262		96,735
Income & Expenditure Reserve	8		178,397		52,699
			<u><u>311,659</u></u>		<u><u>149,434</u></u>

The service charge accounts were approved by the managing agent on 27.07.2017 and signed on their behalf by:



Roshan Don, for and on behalf of Residential Management Group

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Notes to Service Charge Statement of Account for St Stephens Pavilion

1 Accounting policies

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

2 Tax provided on bank interest received

Service charge monies are held on trust in accordance with section 42, Landlord and Tenant Act 1987. Interest earned on service charge monies held on deposit is taxable at the basic rate of income tax. The rate of tax applied to interest received during the period was 20% which was deducted at source.

3 Reserve Fund(s)

The reserve fund has been established in accordance with the lease or transfers to provide funds to meet the costs of future anticipated expenditure. A breakdown per schedule can be found in Appendix A.

	£	£
Balance Brought Forward from 1st January 2016	96,735	
Reserve Fund Bank Account Interest Received Net	124	
Reserve Contributions	<u>101,082</u>	197,941
Less Expenditure		(64,679)
		<u><u>133,262</u></u>
Reserve Fund Bank Account Total		153,533
Net Liabilities due from Reserve Funds		(20,271)
Balance Carried Forward as at 31st December 2016		<u><u>133,262</u></u>

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Notes to Service Charge Statement of Account for St Stephens Pavilion Continued

4	<u>Prepayments</u>	2016 £	2015 £
	Cleaning Contract	-	1,542
	Caretaking/Security Services	359	746
	Door Entry System	-	360
	Drainage, Guttering & Sewerage	301	434
	Lift Maintenance	160	1,531
	Gate & Barrier Maintenance	248	263
	Fire Equipment Maintenance	216	5,017
	Water Treatment	528	217
	Lightning Conductor	61	217
	Dry Riser Test	342	217
	Emergency Lighting	247	217
	Engineering & Lift Insurance	2,064	1,878
	Gas	191	191
	Refuse Collection	23	-
	Water Pump Maintenance	100	-
	Parking Control	745	-
	Buildings Insurance	40,357	-
		45,942	12,830
5	<u>Balances Held: Cash at Bank and in Hand</u>	2016 £	2015 £
	Reserve - Admin & Pavilion Building	36,068	37,447
	Reserve - Estate	72,869	59,845
	Reserve - Ivory Building (All Flats)	19,222	1,687
	Reserve - Ivory Building (Comm. Entrance)	19,303	1,314
	Reserve - Parking	6,071	371
	Service Charge - Admin & Pavilion Building	160,965	81,653
	Service Charge - Estate	80,022	86,114
	Service Charges - Ivory Building (All Flats)	1,997	11,659
	Service Charges - Ivory Building (Comm. Entrance)	898	4,943
	Service Charges - Ivory Building (Gas Boiler)	3,308	3,382
	Service Charges - Parking	6,594	6,948
		407,317	295,363

All bank accounts are held in trust in accordance with S.42 (Landlord & Tenant Act 1987) at;

Halifax Bank of Scotland (HBOS), New Uberior House, 11 Earl Grey Street, EH3 9BN.

Under the title;

Account Name: St Stephens Pavilion Client A/C
 Account Number(s): 06882336 10125166 06882344 10287860 10297161 10125369
 10124868 10124964 06882328 10287764 10297065 10297268
 10125262 10124761

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Notes to Service Charge Statement of Account for St Stephens Pavilion Continued

6	<u>Accruals</u>	2016 £	2015 £
	Cleaning Contract	1,872	3,414
	Insurance Claims	-	(290)
	Door Entry System	1,492	30
	Drainage, Guttering & Sewerage	-	60
	Lift Maintenance	1,889	3,156
	Gate & Barrier Maintenance	7,293	106
	Fire Equipment Maintenance	60	582
	Water Pump Maintenance	650	60
	Water Treatment	125	60
	Electrical Maintenance & Repairs	1,746	(170)
	Lightning Conductor	17	60
	General Repairs & Maintenance	2,809	1,007
	CCTV & Security	727	-
	Pest Control	-	(1,187)
	Lift Telephone	19	28
	Dry Riser Test	437	60
	Emergency Lighting	68	60
	Grounds Maintenance	6,243	978
	Public Liability Insurance	-	376
	Buildings Insurance	-	5,114
	Accountancy Fees	2,841	2,759
	Legal & Professional Fees	2,100	-
	Electricity	2,014	3,240
	Water	58,331	5,478
	Reserve Fund	-	5,309
	Refuse Collection	4	-
	Caretaking/Security Services	500	-
	Gas	79	-
	Postage Expenses	(508)	-
		<u>90,808</u>	<u>30,290</u>

7 Managing Agents Annual Declaration

During the period the Residential Management Group Limited, in addition to acting as agent, charged appropriate fees to the service charge for the following services:

- Carrying out company secretarial duties
- Provision of accountancy services
- Placement and administration of the insurance contract
- Risk assessments and compliance with health & safety requirements

8 Income & Expenditure Reserve

A breakdown per schedule can be found in Appendix B.	£
Balance brought forward from 1st January 2016	52,699
Prior Year Surplus Transferred to Income & Expenditure Reserve	125,698
Income & Expenditure Reserve balance as at 31st December 2016	<u>178,397</u>

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Appendix A

Appendix to Service Charge Statement of Account for St Stephens Pavilion

	2016 £	2015 £
<u>Reserve Fund Schedule - Estate</u>		
Balance brought forward from 1st January	63,326	53,444
Transfer to Admin & Pavilion Building Reserve Fund	(57,329)	-
Transfer from Parking Reserve Fund	2,301	-
Reserve fund bank account interest received net	64	46
Reserve contributions	3,909	6,391
PY surplus transferred to reserves	-	8,780
Less expenditure:		
- Professional Fees	(115)	-
- Insurance Valuation Fees	-	(1,048)
- Five Year Electrical Testing	4,287	(4,287)
	16,443	63,326

Reserve Fund Schedule - Admin & Pavilion Building

Balance brought forward from 1st January	5,573	39,130
Transfer from Estate Reserve Fund	57,329	-
Reserve fund bank account interest received net	34	45
Reserve contributions	74,930	38,906
PY deficit transferred to reserves	-	(30,072)
Less expenditure:		
- Professional Fees	(19,643)	-
- Exterior Decoration	(1,000)	-
- Interior Decoration	(4,350)	(41,761)
- Lift Repairs & Maintenance	(15,163)	-
- Electrical Maintenance	(18,228)	-
- Five Year Electrical Testing	(4,287)	-
- Insurance Valuation Fees	-	(675)
	75,195	5,573

Reserve Fund Schedule - Parking

Balance brought forward from 1st January	4,942	1,264
Transfer to Estate Reserve Fund	(2,301)	-
Reserve fund bank account interest received net	3	2
Reserve contributions	3,577	1,264
PY surplus transferred to reserves	-	4,859
Less expenditure:		
- Professional Fees	(145)	-
- Electrical Maintenance	(5,276)	-
- Install Safety Edges	-	(1,211)
- Installed Replacement Gate Motor	-	(1,046)
- Insurance Valuation Fees	-	(190)
	800	4,942

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Appendix to Service Charge Statement of Account for St Stephens Pavilion Continued

	2016 £	2015 £
<u>Reserve Fund Schedule - Ivory Building - All Flats</u>		
Balance brought forward from 1st January	17,041	622
Reserve fund bank account interest received net	11	2
Reserve contributions	2,262	863
PY surplus transferred to reserves	-	15,674
Less expenditure:		
- Professional Fees	(92)	-
- Insurance Valuation Fees	-	(120)
	<u>19,222</u>	<u>17,041</u>
<u>Reserve Fund Schedule - Ivory Building - Comm. Entrance</u>		
Balance brought forward from 1st January	5,853	5,350
Reserve fund bank account interest received net	12	5
Reserve contributions	16,404	5,800
PY deficit transferred to reserves	-	(5,302)
Less expenditure:		
- Professional Fees	(667)	-
	<u>21,602</u>	<u>5,853</u>
Reserve Fund Total	<u>133,262</u>	<u>96,735</u>

**St Stephens Pavilion
Service Charge Accounts
For the year ended 31st December 2016**

Appendix B

Appendix to Service Charge Statement of Account for St Stephens Pavilion

	2016 £	2015 £
<u>Income & Expenditure Reserve - Estate</u>		
Balance brought forward from 1st January	52,699	52,699
PY surplus transferred to reserves	22,850	-
	<u>75,549</u>	<u>52,699</u>
<u>Income & Expenditure Reserve - Admin & Pavilion Building</u>		
Balance brought forward from 1st January	-	-
PY surplus transferred to reserves	105,953	-
	<u>105,953</u>	<u>-</u>
<u>Income & Expenditure Reserve - Parking</u>		
Balance brought forward from 1st January	-	-
PY surplus transferred to reserves	3,058	-
	<u>3,058</u>	<u>-</u>
<u>Income & Expenditure Reserve - Ivory Building - All Flats</u>		
Balance brought forward from 1st January	-	-
PY surplus transferred to reserves	996	-
	<u>996</u>	<u>-</u>
<u>Income & Expenditure Reserve - Ivory Building - Comm. Entrance</u>		
Balance brought forward from 1st January	-	-
PY deficit transferred to reserves	(8,924)	-
	<u>(8,924)</u>	<u>-</u>
<u>Income & Expenditure Reserve - Ivory Building - Gas Boiler</u>		
Balance brought forward from 1st January	-	-
PY surplus transferred to reserves	1,765	-
	<u>1,765</u>	<u>-</u>
Income & Expenditure Reserve Total	<u>178,397</u>	<u>52,699</u>