



# Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

## Society name:

**Effingham Housing Association** 

# Important information you should read before completing this form

You must use this form if you are a:

- registered society (previously referred to as an 'industrial and provident society')
- · co-operative society
- · community benefit society

registered under the Co-operative and Community Benefit Societies Act 2014.

You must submit this form and the society's accounts within 7 months of the end of your financial year. Failure to submit is an offence for which the society may be prosecuted.

#### Please note:

- we have an information note that may assist you in completing this application
- any personal details you give on the form will be placed on the society's public file.
- it is important you give accurate and complete information and disclose all relevant information. If you do not, it may take us longer to process your annual return.

Please keep a copy of the form and supporting documents for future reference.

# Terms in this form

'FCA', 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'The 2014 Act' is the Co-operative and Community Benefit Societies Act 2014





# Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

#### Filling in the form

- 1 If you are using your computer to complete the form:
  - use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question;
  - print the completed form and arrange for it to be signed by all relevant individuals.
- 2 If you are filling in the form by hand:
  - use black ink;
  - write clearly; and
  - arrange for it to be signed and dated by all relevant individuals.
- 3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.
- 4 If you:
  - · leave a question blank;
  - · dc not get the form signed; or
  - do not attach the required supporting information

without telling us why, we will treat the application as incomplete. This will increase the time taken to assess your application.

- 5 If there is not enough space on the form, you may use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatories to the form.
- 6 Email a scanned copy of the signed form and supporting documents to

#### mutualsannrtns@fca.org.uk

or send it by post to:

Mutuals Team
Financial Conduct Authority
25 The North Colonnade
Canary Wharf
LONDON
E14 5HS

- 7. Please make sure you include:
  - this form
  - a set of printed accounts signed by two members and the secretary (3 signatures in total)
  - an audit report or accountant's report where required; and
  - any supporting documents.



# **Details of society**

## 1.1 Details of the society

Register number	17008R
Registered office address	Effingham Housing Association 6 Crossways Effingham Surrey
Postcode	KT24 5LW

# 1.2 Year end date (dd/mm/yyyy)

See Note 1.2

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# **Committee of management**

If you are a club you do not need to give a year of birth in questions 1.3-1.6.

The names of the members of the Committee at the date on which the return is signed should be entered below in BLOCK CAPITALS.

## 1.3 Details of Chairman

Name	Mr P N Jubert				
Address	MANOR BARN HOUSE BROWNS LANE EFFINGHAM				
Postcode	KT24 5NL				
Year of birth	1951				
Business occupa and other directorships	company director woodharris LTD, TZAR PRO				

#### 1.4 Details of Treasurer

Name	MR G DOUGHERTY	
Address	CHESTNUTS LOWER FARM ROAD EFFINGHAM	
Postcode	KT24 5JJ	
Year of birth	1964	
Business occupa and other directorships	ation1 ACCOUNTANT	

# 1.5 Details of Secretary

Name	MRS C WARREN	
Address	6 BARNES WALLIS CLOSE EFFINGHAM	
Postcode	KT24 5GA	
Year of birth	1968	
Business occupa and other directorships	PARTNER IN A HARDWARE SHOP	

## 1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
MR K CORNWELL	HOMEFARM HOUSE THE STREET EFFINGHAM KT24 5ZP	1936	CORNWELL BUSINESS CONSULTANTS
MR B KELLY	BRIDGELLIS ORESTAN LANE EFFINGHAM KT24 5SH	1962	COMPANY CHAIRMAN DIRECTOR OF OVERSEAS MARKETING SERV LTD
MR S PEACH	MANOR BARN COTTAGE THE STREET EFFINGHAM	1967	BUILDING SOCIETY EMPLOYEE
MR K WALKER	TINKERS END ORESTAN LANE EFFINGHAM KT24 5SW	1946	CHARTERED ENGINEER RETIRED
MRS L WYNNE- GRIFFITHS	THE OLD VICARAGE CHURCH STREET EFFINGHAM KT24 5LX	1960	VOLUNTEER FOR HOME START
		уууу	

Please use separate sheets of paper if you need more space, following the instructions provided in section 5 above.

Please indicate how	many separate sheets of paper you have used
	7
	· ·

# Please continue, answering all questions.

1.7	Are any members of the society's committee disqualified as directors under the Company Director Disqualification Act 1986?  ☑ No ☐ Yes
1.8	Does the society carry out any activity which is regulated under the Financial Services and Markets Act 2000? (e.g. accepting deposits in a form other than withdrawable shares; offering insurance products; undertaking residential mortgage business). If 'yes' please state the society's Financial Services Register firm reference number
	☐ Yes
*	Financial Services Register firm reference number
	·
1.9	Is the society a subsidiary of another society?  ☑ No
	☑ Yes
.10	Does the society have one or more subsidiaries?
	⊠ No
	Yes
.11	Is the society currently accepted by the HM Revenue and Customs as a charity for tax purposes?
	□ No ☑ Yes
	M res
	Please confirm you have attached a copy of the letter from HM Revenue and Customs confirming charitable tax status:  Yes
.12	Is this society a charity registered with the Office of the Scottish Charity Regulator (OSCR)?
	⊠ No
	Yes ▶ provide your Scottish Charity number below
.13	ts the society registered with one of the following (please tick)?
	☐ Homes and Communities Agency ☐ The Wolch Minister
	☐ The Welsh Ministers NO ☐ Scottish Housing Regulator
	If so, please provide your register number

# All societies must answer the following questions:

- if a bona fide co-operative society go to question 1.14
- if existing for the benefit of the community go to question 1.19

# Bona fide co-operative society

1.14	How did members benefit from the business, industry or trade of the society during the year?				
1.15	Is membership of the society required to obtain the benefits offered by it?  Yes No				
1.16	In what way did members participate in an ongoing basis in the society's primary business during the year?				
1.17	How did members democratically control the society?				

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			paper you have	

# 2

# **Statistics**

# **Account details**

## 2.1 You must enter the figures below

See notes for help on items E-T. Enter NIL where applicable

See i	notes for help on items E-T. Enter N	IL where applicable
Α	Members at beginning of year	15
В	Members ceased during year	2
С	Members admitted during year	
D	Members at end of year	15
E	Turnover for year	84575
F	Total of income and expenditure (receipts and payments added together)	120400
G	Net surplus/(deficit) for year	49584
Н	Fixed assets	252848
I	Current assets	362218
J	Total assets (equal to amount in row O, below)	615066
κ	Current liabilities	69323
L	Share capital	15
М	Long-term liabilities	NIL
N	Reserves	545728
0	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	615066
All sc	ocieties (excluding clubs) must comp	olete boxes P-T
Р	Investments in other registered societies	NIL
Q	Loans from members	NIL
R	Loans from Employees' Superannuation Schemes	NIL
s	Dividends on sales •	NIL
Т	Share interest	NIL

#### Community benefit society

Community benefit society
Who are the community the society benefited?
EFFINGHM RESIDENTS OF RETIREMENT AGE WHO WISH TO REMAIN OR RETURN TO THE VILLAGE AND FAMILIES WHO WISH TO BRING ELDERLY RELATIONS CLOSER TO THEM
How did the society benefit that community during the year?
BY GIVING ACCOMMODATION TO 17 ELDERLY PEO[LE WITH A LOCAL CONNECTION
How did the society use any surplus/profit?
UPDATING ANY FLATS ONCE THEY BECOME EMPTY AND UPKEEP OF THE OTHERS. ALSO THIS YEAR WE GAVE EACH TENANT A DONATION TOWARDS THEIR ELECTRICTY BILLS.
·
Please use separate sheets of paper if you need more space (see section 5 above).
Please indicate how many separate sheets of paper you have used.

Continue to 2.1

# 3

# The audit

3.1	Type of audit used for the attached accounts.					
	If the society has used a full professional audit or an accountant's report then the rep must be prepared by a registered auditor.					
	☑ Full professional audit	▶ Continue to section 4				
	☐ Accountant's report	▶ Complete questions 3.2 and 3.3				
	☐ Lay audit	➤ Complete questions 3.2 and 3.3				
	☐ Unaudited	➤ Complete questions 3.2 and 3.3				
3.2	Do the society's registered professional audit?  ☑ No ☐ Yes	ed rules allow the society not to undertake a full				
3.3	3.3 Has the membership passed at a general meeting a resolution allowing the sociation to undertake a full professional audit for the year of account in question? (accordance with section 84 of the Co-operative and Community Benefit Societies Ac 2014)					
•	No Yes					

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# Accounts and signature

#### **Accounts**

4.1	Date on which the accounts and balance sheet will be/were laid before the AGN (dd/mm/yyyy)
	08/05/2018

- 4.2 Has your society produced accounts to the minimum standard required?
  - ✓ es ➤ you must confirm that you have attached the accounts and the audit/accountant's report bearing the original signatures of the auditor (if required by law), the secretary and the two committee members.
  - No ▶ you must produce accounts to the minimum standard required, see notes for details.

## Signature – all societies to complete

4.3 The Secretary of the society must sign and date below

I certify that the information in this form is correct to the best of my knowledge and belief.

Name	1 C-WAREN
Signature	
	belano.
Phone number	01372 450145
Email	chery.warrer@sky.co
Date	dd/mm/yy 26 [7]18,

Mutuals Public Register Number: 17008R

# EFFINGHAM HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2018

Mutuals Registration

0 1 AUS 2018

Received

Mutuals Registration

2 7 JUN 2018

Received

BULLIMORES
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

#### INFORMATION FOR THE YEAR ENDED 31 JANUARY 2018

**COMMITTEE OF MANAGEMENT:** 

P.N. Jubert (Chairman)

K.C. Cornwell K.F. Walker S. Peach

G.J. Dougherty – (Treasurer)

Mrs C.J. Warren - (Secretary)
P. Rennison - Resigned 16<sup>th</sup> March 2017

Mrs A.L. Wynne-Griffith

B.S. Kelly – 12th September 2017

**REGISTERED OFFICE:** 

6 Crossways Effingham Surrey **KT24 5LW** 

MUTUALS PUBLIC REGISTER NUMBER:

17008R

**AUDITORS**:

Bullimores

**Chartered Accountants** Old Printers Yard 156 South Street

Dorking

Surrey RH4 2HF

# CONTENTS OF THE ANNUAL REPORT FOR THE YEAR ENDED 31 JANUARY 2018

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#### EFFINGHAM HOUSING ASSOCIATION

6 Crossways Effingham Surrey KT24 5LW

# Chairman's Statement Year Ended 31<sup>st</sup> January 2018

The Association continues to rent accommodation to people of retirement age who are connected with the village and is run by a volunteer committee.

Our flats are located in 5 buildings on 2 sites in the village some of which are historically important and part of our remit is to maintain these buildings in a sensitive way that adds to the appearance of the village. Over the last few years we have been able to bring back the exterior appearance of our buildings to their original look which we feel was important.

Our greatest workload is to maintain and modernise the accommodation to keep it up to date, heat efficient and comfortable. All our properties now have modern double glazing and new heating. Many of the bathrooms have been redesigned for elderly use and one property now has a stair lift.

The Association continues to be run by an unpaid volunteer committee which carries out all management of the Association. It is through this gesture that the association is able to keep its rents competitive in comparison with other residential accommodation.

Signed

N Jubert Chairman

#### STATEMENT OF COMMITTEE'S RESPONSIBILITIES

#### FOR THE YEAR ENDED 31 JANUARY 2018

The committee of management are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The committee of management are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The financial statements are required by law to give a true and fair view of the state of affairs of the Association and of its excess of income over expenditure for that period. In preparing these financial statements, the committee of management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Association will continue in business.

The committee of management are responsible for maintaining satisfactory systems of internal control and keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# REVENUE ACCOUNT

# FOR THE YEAR ENDED 31 JANUARY 2018

		<u>2018</u>	2017
	Notes	£	£
Turnover Operating costs	7 8	84,575 (34,991)	82,885 (36,201)
OPERATING SURPLUS/(DEFICIT)		49,584	46,684
Interest receivable Other Income		834	353 39
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES FOR YEAR	9	50,418	47,076
SURPLUS BROUGHT FORWARD	6	495,310	448,234
SURPLUS CARRIED FORWARD		£ <u>545,728</u>	£ <u>495,310</u>

# **CONTINUING OPERATIONS**

None of the Association's activities were acquired or discontinued during the above two financial years.

# TOTAL RECOGNISED GAINS AND LOSSES

There were no recognised gains or losses other than the surplus for the above two financial years.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2018

## 2. FIXED ASSETS - FREEHOLD HOUSING PROPERTIES

		Rose Cottage £	Crossways £	Crossways Fixtures £	Total £	
	COST At 1 February 2017 Additions	56,838	193,163	7,116	257,117	
	As at 31 January 2018	56,838	193,163	7,116	257,117	
	<b>DEPRECIATION</b> At 1 <sup>st</sup> February 2017 Charge for year		<u>.</u>	( 2,846) ( 1,423)	( 2,846) ( 1,423)	٠
	At 31st January 2018		<del>-</del>	(_4,269)	(_4,269)	
	NET BOOK VALUE At 31 January 2018	56,838	193,163	2,847	252,848	
	At 31 January 2017	56,838	193,163	4,270	254,271	
3.	DEBTORS			20 £		2017 £
	Other Debtors Prepayments and accrued income			4 7,0	118 019	374 2,157
				7,4	37	2,531
4.	CREDITORS Amounts falling due within one year: Trade Creditors Accruals			1,1 4,0		412 3,930
				5,1	40	4,342
5.	SHARE CAPITAL Shares of £1 each, fully paid				15	17

The shares held by members of the association hold no rights to interest, dividends or bonus. The association is a mutual association. Shareholders have no rights to the property, which would be transferred to an appropriate charitable institution or Housing Societies Charitable Trust in the event of the association winding up or being dissolved.

# NOTES TO THE FINANCIAL STATEMENTS (continued)

# FOR THE YEAR ENDED 31 JANUARY 2018

6.	RESERVES	<u>Capital</u> <u>Reserve</u>	Revenue Reserve	<u>Total</u>
	At 1st February 2017	69,323	495,310	564,633
	Surplus for the year	-	50,418	50,418
				• •
	At 31st January 2018	<u>69,323</u>	545,728	<u>615,051</u>
7.	TURNOVER		<u>2018</u>	<u>2017</u>
<b>/•</b>	Rents receivable		84,575	82,885
		,		
8.	OPERATING COSTS Direct property management Administrative expenses		31,131	33,144 3,057
			34,991	36,201
			=EC	****
9.	SURPLUS ON ORDINARY ACT is after charging:	IVITIES	,	
	Auditors' remuneration		1,960	2,060
	Remuneration of Committee of Man Depreciation	agement	Nil 1,423	Nil 1,423
10.	NUMBER OF UNITS MANAGEI	)	17	17
	,		Section of the least of the lea	

# 11. FINANCIAL COMMITMENT

Work had started before the end of the year on some property renovations, including the preparation of two spaces for tumble dryers, creating a financial commitment of £13,926.

# INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF MANAGEMENT EFFINGHAM HOUSING ASSOCIATION LIMITED

#### FOR THE YEAR ENDED 31st JANUARY, 2018

We have audited the financial statements of Effingham Housing Association Limited for the year ended 31<sup>st</sup> January 2018 which comprise the Income and Expenditure Account, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Ireland".

This report is made solely to the Association's members as a body, in accordance with section 87 of the Co-Operative and Community Benefit Societies Act 2014. Our audit work has been undertaken so that we might state to the association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the association's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of the committee of management and auditor

As explained more fully in the Committee of Management's Responsibilities Statement, the Committee of Management is responsible for the preparation of financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Committee of Management, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

#### Opinion on financial statements

In our opinion the financial statements:

- Give a true and fair view of the state of the Association's affairs as at 31st January 2018 and of its income and expenditure for the year ended, and
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including FRS 102 "The FRS applicable in the UK and Ireland" and with the Co-Operative and Community Benefit Societies Act 2014.

# INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF MANAGEMENT EFFINGHAM HOUSING ASSOCIATION LIMITED (continued)

#### FOR THE YEAR ENDED 31st JANUARY 2018

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Co-Operative and Community Benefit Societies Act 2014 require us to report to you, if, in our opinion:

- Proper books of account have not been kept by the Association in accordance with the requirements of the legislation;
- A satisfactory system of control over transactions has not been maintained by the Association in accordance with the requirements of the legislation;
- The revenue account or the other accounts (if any) to which our report relates, and the balance sheet are not in agreement with the books of account of the Association; or

A. J. Base

• We have not obtained all the information and explanations necessary for the purposes of our audit.

Mrs M. J. Brett FCA
Chartered Accountant and Registered Auditor
Bullimores LLP
Chartered Accountants
Old Printers' Yard
156 South Street
Dorking
Surrey
RH4 2HF

Date: 14th May 2018

# BALANCE SHEET

# **AS AT 31 JANUARY 2018**

	27.	<u>20</u>	18	20	<u>17</u>
	Notes		£		£
FIXED ASSETS					
Tangible assets	2		252,848		254,271
CURRENT ASSETS					•
Debtors Cash at bank and in hand	3	7,437 <u>359,921</u> 367,358		2,531 312,190 314,721	
CURRENT LIABILITIES					· •
Creditors falling due in less than one year	4	5,140		4,342	
NET CURRENT ASSETS			362,218		310,379
TOTAL ASSETS LESS LIA	BILITIES		615,066	. •	564,650
CAPITAL AND RESERVES	S				
Share capital	5		15		17
Capital reserve Revenue account	6	69,323 <u>545,728</u>	615,051 615,066	69,323 495,310	564.633 564,650
The financial statements on pages 3 to 4 were approved by the Committee of Management on					
and were signed on its behalf b	y:	•			
pund					
P.N. Jubert - Chairman		•			

Page 4

Mrs C.J. Warren - Secretary

#### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 JANUARY 2018

#### 1. ACCOUNTING POLICIES

The Association is registered under the Co-Operative and Community Benefit Societies Act 2014 (replacing Industrial and Provident Societies Act 1965) and is regulated by the Financial Conduct Authority and is a public benefit entity, limited by shares and registered in England. The registered number and Registered Office address can be found on the association information page.

The principal accounting policies of the Association are set out below:

These financial statements are prepared under the historical cost convention in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The financial reporting standard applicable in the UK and Republic of Ireland".

## Fixed Assets - Housing Properties (Note 2)

These are stated at cost which includes the cost of freehold land, payments to building contractors and payment of professional fees relating to the freehold property development.

#### Depreciation of Housing Land and Buildings

The association's policy is to maintain its property to a high standard through a continual programme of refurbishment and maintenance. In accordance with this practice depreciation is not provided on freehold properties where, in the opinion of the committee of management, the residual values (in terms of original cost) are such that any depreciation charge would be immaterial to the period and on a cumulative basis. The estimated useful economic life of the tangible fixed asset exceeds 50 years.

The asset has been tested for impairment.

Depreciation is applied to Fixtures and Fittings over five years on cost.

#### **Capital Reserve**

In previous years transfers were made to capital reserve of all investment income, as this represents a small sum this year a transfer was not considered appropriate.

#### **Social Housing Grants**

Social Housing Grants are recognised as liabilities and the accruals model applied.

In previous years when developments were financed wholly or partly by Social Housing Grants (SHG), the cost of these developments was reduced by the amount of grant received. On transition to FRS 102, in the 2016 accounts, grants that related to flat conversions undertaken over 30 years ago, were treated as written down completely in prior years, and the 2015 balance sheet was restated with the grants written back to reserves.

#### Turnover

Turnover represents rents receivable net of rent losses from voids.

# DETAILED REVENUE ACCOUNT

# FOR THE YEAR ENDED 31 JANUARY 2018

	£	<u>2018</u>	£	£ 20	<u>17</u>
•	æ.		L	~	
INCOME					
Net income from rents Deposit interest Other Income	84,575 834 -			82,885 353 39	
			85,409		83,277
EXPENDITURE					
Estate costs:					
Repairs and maintenance	15,872			22,793	
Garden maintenance	3,830	•		4,057	
Electricity and Gas	1,289			1,312	
Insurance	3,915			3,559	
Replacement of heaters	<b>-</b>				
Stair lift depreciation	1,423			1,423	
Contribution to tenants' heating	4,802			-	
Overheads:					
Auditors remuneration	1,960			2,060	
Subscriptions and fees	1,166			410	
Sundry expenses	268			425	
Bank charges	105			105	
Advertising	361			57	
			34,991		36,201
Surplus/(Deficit)		-	50,418		47,076