

ST ANNES QUARTER
SERVICE CHARGE STATEMENT
FOR THE YEAR TO 31ST MARCH 2021



ST ANNES QUARTER
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FOR THE YEAR TO 31ST MARCH 2021

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ST ANNES QUARTER
PROPERTY INFORMATION
FOR THE YEAR TO 31ST MARCH 2021

Property Address	St Annes Quarter St Ann Lane Norwich NR1 1FY
Managing Agent	Orbit Group Garden Court Harry Weston Road Binley Business Park Binley Coventry CV3 2SU
Auditors	TC Group Chartered Accountants & Registered Auditors 1st Floor, Ocean Village Innovation Centre Ocean Way Ocean Village Southampton SO14 3JZ

**ST ANNES QUARTER
HOUSING ASSOCIATION'S REPORT
FOR THE YEAR TO 31ST MARCH 2021**

Orbit Group is the Housing Association responsible for the production of the service charge certificate for the Year to 31st March 2021 in respect of St Annes Quarter.

We can confirm that this service charge statement has been produced in compliance with the terms set out in the transfer document and, according to the information available to us, the attached statement of service charge expenditure, shown on page 4 - 6, records the true cost to the landlord of providing services to the property for the year.

Dated

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For and on behalf of Orbit Group

**INDEPENDENT AUDITOR'S REPORT TO THE HOUSING ASSOCIATION OF
ST ANNES QUARTER
FOR THE YEAR TO 31ST MARCH 2021**

Opinion

We have audited the accompanying service charge statement for St Annes Quarter for the year ended 31st March 2021, which comprises the statement of service charge income and expenditure account and related notes. The statement has been prepared in accordance with the accounting policies set out in Note 1 to the statement.

In our opinion, the service charge statement for St Annes Quarter for the year ended 31st March 2021 are prepared, in all material respects, in accordance with the accounting policies set out in Note 1 to the statement.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of these accounts in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to compliance with Landlords and Tenants Act 1985 and 1987.
- We understood how the company is complying with those frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborated our enquiries through discussions with those charged with governance.
- We assess the susceptibility of the financial statements to material misstatement, including how fraud might occur, by discussion with management from various parts of the business to understand where they considered there was a susceptibility to fraud. We considered the procedures and controls that the company has established to prevent and detect fraud, and how these are monitored by management, and also any enhanced risk factors such as performance targets.
- Based on our understanding, we designed our audit procedures to identify any non-compliance with laws and regulations identified in the paragraphs above.
- We also performed audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

Without modifying our opinion, we draw attention to Note 1 to the accounts which describes the basis of accounting. Our report has been prepared pursuant to the terms of our engagement letter and for no other purpose. No person is entitled to rely on this report unless such a person is a person entitled to rely upon this report by virtue of our engagement letter or has been expressly authorised to do so by our prior written consent. Save as above, we do not accept responsibility for this report to any other person or for any other purpose and we hereby expressly disclaim any and all such liability.

TC Group
Chartered Accountants & Registered Auditors
Southampton
SO14 3JZ

ST ANNES QUARTER
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR TO 31ST MARCH 2021

	Note	2021 Actual £
<u>Income</u>		
Service Charge Income		115,821
Total Income		115,821

Expenditure

Schedule 1 - Estate

Ad-Hoc Cleaning Costs	540
Audit Fees	4,800
Bulk Waste Removal	934
Cleaning Contracts	5,784
Electricity	3,574
Estate Maintenance	34,843
Fire Equipment Repairs Contract	114
Pump (Water/Sewerage) Servicing	1,575
Repairs	58
Security Equipment Repairs	670
	52,892

Schedule 2 - St Annes Quarter Parking Area

Auto Gate/Barrier	372
Electricity	2,500
Emergency Lighting Repairs Contract	636
Emergency Lighting Servicing Contract	240
	3,748

Schedule 3 - Property Specific Expenditure

Buildings Insurance	4,875
Management Fee	19,575
Sinking Fund Contribution	5,477
	29,927

Schedule 4 - Block 1-8 Fox House

Electricity	960
Emergency Lighting Repairs Contract	330
Emergency Lighting Servicing Contract	372
Security Equipment Repairs	60
	1,722

ST ANNES QUARTER
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR TO 31ST MARCH 2021

	2021 Actual £
Schedule 5 - Block 1-14 Wharf House	
Door Entry Repairs	132
Electricity	1,766
Emergency Lighting Repairs Contract	900
Emergency Lighting Servicing Contract	792
Fire Equipment Servicing Contract	1,800
	5,390
Schedule 6 - Block 1-6 Lords Gardens	
Electricity	1,164
Emergency Lighting Repairs Contract	468
Emergency Lighting Servicing Contract	396
Fire Equipment Servicing Contract	576
Fire Risk Assessments	40
Security Equipment Repairs	16
	2,660
Schedule 7 - Block 7-50 Lords Gardens	
Electricity	2,421
Emergency Lighting Repairs Contract	468
Fire Risk Assessments	290
Lift Servicing Contract	1,044
Security Equipment Repairs	116
	4,339
Schedule 8 - Block 1-22 Mineral Court	
Electricity	1,651
Emergency Lighting Repairs Contract	1,116
Emergency Lighting Servicing Contract	540
Fire Equipment Repairs Contract	1,434
Fire Equipment Servicing Contract	1,212
	5,953
Schedule 9 - Block 1-44 Bartholomew Court	
Electricity	2,601
Emergency Lighting Repairs Contract	2,772
Emergency Lighting Servicing Contract	606
Fire Equipment Repairs Contract	158
Fire Equipment Servicing Contract	972
	7,109

ST ANNES QUARTER
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR TO 31ST MARCH 2021

	Note	2021 Actual £
Schedule 10 - Block 1-32 Hop Pole Yard		
Bio-Hazard Cleans		108
Electricity		3,685
Fire Equipment Repairs Contract		570
Fire Equipment Servicing Contract		281
Fire Risk Assessments		847
Lift Servicing Contract		522
Security Equipment Repairs		114
		6,127
Schedule 11 - Core 1-4 Hop Pole Yard		
Door Entry Repairs		178
Emergency Lighting Repairs Contract		288
Emergency Lighting Servicing Contract		396
Fire Equipment Servicing Contract		576
		1,438
Schedule 12 - Core 5-32 Hop Pole Yard		
Door Entry Repairs		496
Emergency Lighting Repairs Contract		1,620
Emergency Lighting Servicing Contract		576
Fire Equipment Servicing Contract		1,068
		3,760
Total Expenditure		125,065
Surplus/(Deficit) for the Year		(9,244)

ST ANNES QUARTER
NOTES TO THE STATEMENT
FOR THE YEAR TO 31ST MARCH 2021

1. ACCOUNTING POLICIES

The statement is prepared in accordance with the provisions of the transfer document and on the accruals basis.

2. DEFICIT AS AT 31ST MARCH 2021

The net deficit for the year will be recovered from the occupiers in accordance with the terms contained within their leasehold agreement or first deed of transfer.

3. CONNECTED PARTIES

Other than management fees, Orbit Group has received no further income, related income or other benefits in relation to the service charge for St Annes Quarter for the year ended 31st March 2021.