

**APPENDIX B**

**LAWTON HALL  
MANAGEMENT ACCOUNTS**

**STATEMENT OF SERVICE CHARGE EXPENDITURE  
ESTATE SERVICE CHARGE**

**FOR THE YEAR ENDED 30TH JUNE 2021**

**(Transfers to Sinking Funds & Surplus Transfers Included)**

LAWTON HALL

STATEMENT OF SERVICE CHARGE EXPENDITURE  
ESTATE SERVICE CHARGE

FOR THE YEAR ENDED 30TH JUNE 2021

	Notes	Actual £	Budget £	Var £ (Over)/Under
<b>Communal Costs</b>				
Grounds maintenance		16,190	16,500	310
Communal electricity	1	1,345	1,127	(218)
Road and gully clearance		-	500	500
Tree surgery	2	4,680	3,250	(1,430)
Electrical repairs		628	1,050	422
Day to day maintenance		1,768	1,800	32
Website		140	200	60
Gutter Cleaning & Leaf Removals		-	-	-
Electronic gate maintenance		576	692	116
Boundaries and fencing repairs		-	1,000	1,000
General and fire risk assessment		-	-	-
Insurance (Public Liability)	3	497	340	(157)
Supplementary Gardening		317	1,000	683
		<u>26,141</u>	<u>27,459</u>	<u>1,319</u>
<b>Management &amp; Administration</b>				
Postage & Stationery & Administration		-	330	330
Accounting Services		1,440	1,440	-
Directors & Officers Insurance		171	300	129
Legal Fees		-	250	250
Companies house registration fee		-	14	14
Bank charges		82	100	18
		<u>1,693</u>	<u>2,434</u>	<u>741</u>
<b>Contribution to Reserves</b>				
Sinking Fund		9,538	9,538	-
		<u>9,538</u>	<u>9,538</u>	<u>-</u>
<b>Total Expenditure</b>		<u>37,372</u>	<u>39,431</u>	<u>2,060</u>

LAWTON HALL

STATEMENT OF SERVICE CHARGE EXPENDITURE  
STABLE BLOCK SERVICE CHARGES

FOR THE YEAR ENDED 30TH JUNE 2021

	Notes	Actual £	Budget £	Var £ (Over)/Under
<b>Communal Costs</b>				
Communal Electricity	1	713	598	(115)
Day to Day Maintenance		129	250	121
Gutter Cleaning and Leaf Removals		131	400	269
Buildings & Terrorism Insurance		1,030	1,265	235
		<u>2,003</u>	<u>2,512</u>	<u>509</u>
<b>Contribution to Reserves</b>				
Sinking Fund		1,075	1,075	-
		<u>1,075</u>	<u>1,075</u>	<u>-</u>
<b>Total Service Charge Net Expenditure</b>		<u>3,078</u>	<u>3,587</u>	<u>509</u>

LAWTON HALL

STATEMENT OF SERVICE CHARGE EXPENDITURE  
HALL SERVICE CHARGE 1

FOR THE YEAR ENDED 30TH JUNE 2021

		Actual £	Budget £	Var £
	Notes			(Over)/Under
<b>Communal Costs</b>				
Communal Electricity	1	796	668	(128)
Day to Day Maintenance	4	854	500	(354)
Gutter Cleaning & Leaf Removal		236	400	164
General & Fire Risk Assessment		360	500	140
Buildings & Terrorism Insurance		2,543	3,122	579
Window and Communal Cleaning		540	650	110
Electronic Gate Maintenance	5	408	348	(60)
		<u>5,737</u>	<u>6,188</u>	<u>451</u>
<b>Contribution to Reserves</b>				
Sinking Fund		2,907	2,907	-
		<u>2,907</u>	<u>2,907</u>	<u>-</u>
<b>Total Service Charge Net Expenditure</b>		<u>8,644</u>	<u>9,095</u>	<u>451</u>

LAWTON HALL

STATEMENT OF SERVICE CHARGE EXPENDITURE  
HALL SERVICE CHARGE 2

FOR THE YEAR ENDED 30TH JUNE 2021

		Actual £	Budget £	Var £
	Notes			(Over)/Under
<b>Communal Costs</b>				
Communal Electricity	1	367	308	(59)
Window and Communal Cleaning		300	360	60
Day to Day Maintenance	6	52	-	(52)
		<u>719</u>	<u>668</u>	<u>(51)</u>
<b>Contribution to Reserves</b>				
Sinking Fund		150	150	-
		<u>150</u>	<u>150</u>	<u>-</u>
<b>Total Service Charge Net Expenditure</b>		<u>869</u>	<u>818</u>	<u>(51)</u>

LAWTON HALL

STATEMENT OF SERVICE CHARGE EXPENDITURE  
COACH HOUSE SERVICE CHARGE

FOR THE YEAR ENDED 30TH JUNE 2021

		Actual £	Budget £	Var £
	Notes			(Over)/Under
<b>Communal Costs</b>				
Gutter Cleaning and Leaf Removals		183	300	117
Buildings & Terrorism Insurance		1,478	1,814	336
Day to Day Maintenance	7	250	-	(250)
		<u>1,911</u>	<u>2,114</u>	<u>203</u>
<b>Contribution to Reserves</b>				
Sinking Fund		900	900	-
		<u>900</u>	<u>900</u>	<u>-</u>
<b>Total Service Charge Net Expenditure</b>		<u>2,811</u>	<u>3,014</u>	<u>203</u>

LAWTON HALL

STATEMENT OF SERVICE CHARGE EXPENDITURE  
GARDENS SERVICE CHARGE

FOR THE YEAR ENDED 30TH JUNE 2021

	Notes	Actual £	Budget £	Var £ (Over)/Under
<b>Communal Costs</b>				
Communal Electricity	1	358	300	(58)
		<u>358</u>	<u>300</u>	<u>(58)</u>
<b>Contribution to Reserves</b>				
Sinking Fund		238	238	-
		<u>238</u>	<u>238</u>	<u>-</u>
<b>Total Service Charge Net Expenditure</b>		<u>596</u>	<u>538</u>	<u>(58)</u>

LAWTON HALL

STATEMENT OF INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30TH JUNE 2021

	<b>Estate Service Charge £</b>	<b>Stable Block Service Charge £</b>	<b>Hall Service Charge 1 £</b>
<b>Total Income</b>			
Charged on Account	39,431	3,587	9,095
<b>Total Expenditure</b>			
Total Fund Expenditure	(37,372)	(3,078)	(8,644)
<b>Surplus / (Deficit)</b>	<u>2,060</u>	<u>509</u>	<u>451</u>

	<b>Hall Service Charge 2 £</b>	<b>Coach House Service Charge £</b>	<b>Gardens Service Charge £</b>
<b>Total Income</b>			
Charged on Account	818	3,014	538
<b>Total Expenditure</b>			
Total Fund Expenditure	(869)	(2,811)	(596)
<b>Surplus / (Deficit)</b>	<u>(51)</u>	<u>203</u>	<u>(58)</u>

	<b>Hall Stone &amp; Painting Charge 3</b>	<b>Total £</b>
<b>Total Income</b>		
Charged on Account	-	56,483
<b>Total Expenditure</b>		
Total Fund Expenditure	-	(53,370)
<b>Surplus</b>	<u>-</u>	<u>3,113</u>



**LAWTON HALL**

**STATEMENT OF SPECIAL FUNDS**

**FOR THE YEAR ENDED 30TH JUNE 2021**

<b>ESTATE SERVICE CHARGE</b>		<b>Sinking Fund £</b>
<b>Balance Brought Forward</b>		30,035
<b>Transfer into Funds</b>		
	<b>Notes</b>	
Service Charge Contributions		9,538
Resident Contributions (Fobs)		90
Savings interest	<b>8</b>	129
Surplus/Deficit b/f		2,060
		<u>11,817</u>
<b>Expenditure</b>		
Repairs to Acco drains by the gardens garage		655
Repair to Aco drain by the Gardens garages		345
Removal of fallen trees from Culvert area		3,000
		<u>4,000</u>
<b>Balance Carried to Balance Sheet</b>		<u>37,852</u>
<b>STABLE BLOCK SERVICE CHARGE</b>		<b>Sinking Fund £</b>
<b>Balance Brought Forward</b>		6,101
<b>Transfer into Funds</b>		
	<b>Notes</b>	
Service Charge Contributions		1,075
Savings interest	<b>8</b>	26
Surplus/Deficit b/f		509
		<u>1,611</u>
<b>Expenditure</b>		
Roof repairs		400
		<u>400</u>
<b>Balance Carried to Balance Sheet</b>		<u>7,312</u>

**LAWTON HALL**

**STATEMENT OF SPECIAL FUNDS**

**FOR THE YEAR ENDED 30TH JUNE 2021**

<b>HALL SERVICE CHARGE 1</b>	<b>Sinking Fund £</b>	
<b>Balance Brought Forward</b>	12,304	
		<b>Notes</b>
<b>Transfer into Funds</b>		
Service Charge Contributions	2,907	
Savings interest	53	<b>8</b>
Surplus/Deficit b/f	451	
	<u>3,411</u>	
<b>Expenditure</b>		
Chimney repairs, re-sealing roof window	2,045	
Fitting of smoke detectors for Nos 4,8,9 the H	597	
	<u>2,642</u>	
<b>Balance Carried to Balance Sheet</b>	<u>13,073</u>	
<b>HALL SERVICE CHARGE 2</b>	<b>Sinking Fund £</b>	<b>Hall Service Charge 3 £</b>
<b>Balance Brought Forward</b>	1,968	272
		<b>Notes</b>
<b>Transfer into Funds</b>		
Service Charge Contributions	150	-
Savings interest	8	<b>8</b>
Surplus/Deficit b/f	(51)	-
	<u>107</u>	<u>1</u>
<b>Expenditure</b>		
Fitting of smoke detectors for Nos 4,8,9 the H	597	-
	<u>597</u>	<u>-</u>
<b>Balance Carried to Balance Sheet</b>	<u>1,478</u>	<u>273</u>

LAWTON HALL

STATEMENT OF SPECIAL FUNDS

FOR THE YEAR ENDED 30TH JUNE 2021

COACH HOUSE SERVICE CHARGE		Renewals Sinking Fund £
<b>Balance Brought Forward</b>		8,968
<b>Transfer into Funds</b>	<b>Notes</b>	
Service Charge Contributions		900
Savings interest	8	39
Surplus/Deficit b/f		203
		<u>1,142</u>
<b>Expenditure</b>		-
		<u>-</u>
<b>Balance Carried to Balance Sheet</b>		<u>10,110</u>
<b>GARDENS MAINTENANCE SINKING FUND</b>		<b>Renewals Sinking Fund £</b>
<b>Balance Brought Forward</b>		2,606
<b>Transfer into Funds</b>	<b>Notes</b>	
Service Charge Contributions		238
Savings interest	8	11
Surplus / (Deficit) b/f		(58)
		<u>191</u>
<b>Expenditure</b>		-
Other		-
		<u>-</u>
<b>Balance Carried to Balance Sheet</b>		<u>2,797</u>

**LAWTON HALL**  
**STATEMENT OF SPECIAL FUNDS**  
**FOR THE YEAR ENDED 30TH JUNE 2021**

**LAWTON HALL ESTATE SOCIAL FUND**

		<b>Fund £</b>
<b>Balance Brought Forward</b>		-
<b>Transfer into Funds</b>		
	<b>Notes</b>	
Residents Contributions (Brass on the Grass)		20
		<u>20</u>
<b>Expenditure</b>		-
		<u>-</u>
<b>Balance Carried to Balance Sheet</b>		<u>20</u>

		<b>Total Special Funds £</b>
<b>TOTAL SPECIAL FUNDS</b>		
<b>Balance Brought Forward</b>		62,254
<b>Transfer into Funds</b>		
Service Charge Contributions		14,808
Rewidents Contributions		110
Savings interest		268
Surplus / (Deficit) b/f		<u>3,114</u>
		<u>18,299</u>
<b>Expenditure</b>		
Other		-
		<u>-</u>
		<u>7,639</u>
<b>Balance Carried to Balance Sheet</b>		<u>72,914</u>

LAWTON HALL

SERVICE CHARGE FUNDS BALANCE SHEET

FOR THE YEAR ENDED 30TH JUNE 2021

	£
<b>Current Assets</b>	
Debtors (Service Charges owed)	424
Current Account	31,760
Savings Account	50,633
	<u>82,817</u>
<b>Current Liabilities</b>	
Deferred Income	-
Creditors (service charge overpayments)	2,629
Accruals	-
	<u>2,629</u>
<b>Total Assets less Liabilities</b>	<u>80,188</u>
 <b>Represented By:</b>	
Sinking Funds	72,914
( Includes surplus transferred to sinking funds of:	5,611 )
Surplus in bank account	7,274
<b>Total Funds</b>	<u>80,188</u>

## LAWTON HALL

### STATEMENT OF SERVICE CHARGE EXPENDITURE ESTATE SERVICE CHARGE

FOR THE YEAR ENDED 30TH JUNE 2021

#### Notes

##### Page 1 – Estate Exp

- 1 Electricity - increasing energy costs have resulted in a budget shortfall in this area. The budget has been increased accordingly for 2021-22.
- 2 Tree Surgery - included a one-off payment of £2160 for the removal of self-seeded saplings from the lakeshore, and crown-lift of trees in this area.
- 3 Insurance - Estate insurance cover has been upgraded this year to include public liability insurance. Next year's budget has been amended to reflect this change.

##### Page 3 – Hall 1 Exp

- 4 Day to Day Maintenance - Expenditure has been made this year for repairs to the communal aerial, and communal garage guttering.
- 5 Electronic gate maintenance - The cost for the annual maintenance contract for this year exceeded the budgeted allocation. The budget for 2021-22 has been amended to account for the increased cost.

##### Page 4 - Hall 2 Exp

- 6 Day to Day Maintenance - Expenditure has been made this year for the purchase of fire seal strips around the doors (as per the recommendation of a fire safety report).

##### Page 5 - Coach House Exp

- 7 Day to Day Maintenance - Expenditure has been made this year for Chimney repairs No6 The Coachhouse. The budget for 2021-22 has been amended to include an allowance of £250 for day to day maintenance.

##### Page 8 - Special Funds

- 8 Savings interest - Savings interest has been allocated according to the relative proportions of the sinking funds at the start of the financial year.