

**Rede House  
Service Charge Accounts  
For the year ended 31 August 2024**

**Rede House  
Contents**

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**Accountant's report of factual findings to the Managing Agent of  
Rede House**

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 for Rede House. In accordance with our engagement letter, we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 3 to 6 in respect of Rede House for the year ended 31 August 2024 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 or this report.

**Basis of Report**

Our work was carried out having regard to TECH 03/11 *Residential Service Charge Accounts* published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedures we have 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 Landlord;
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 3 of the service charge accounts agreed or reconciled to the bank statement(s) for the account(s) in which the funds are held.

Because the above procedures do not constitute either an audit or a review made in accordance with the 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 3 of the service charge accounts agrees or reconciles to the bank statement for the account(s) in which the funds are held.



.....Signed                      Date                      13 February 2026

**Sheppards**

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Altrincham  
Cheshire  
WA14 1PF

**Rede House**  
**Income and expenditure account**  
**For the year ended 31 August 2024**

	2024 £	Budget £	2023 £
<b>Income relating to the period</b>			
Service charges - Residential	578,584	578,584	567,596
Service charges - Building	79,066	79,066	71,859
Administration Charge	-	-	108
	657,650	657,650	639,563
<b>Expenditure relating to the period - Residential</b>			
External General Maintenance	72	10,000	128
Internal General Maintenance	11,674	8,500	5,585
Communal Cleaning	8,058	14,513	19,443
Summer Clean	17,118	15,600	15,518
Drain & Gulley Clearance	-	1,000	-
Door Entry System	2,080	2,000	-
Pest Control	288	400	960
General Risk Assessment	517	-	2,820
Fire Risk Assessment	4,810	4,200	1,091
External Wall Survey 1 Form (EWS1)	-	354	-
Fire Risk Appraisal of External Wall (FRAEW)	41,910	40,710	-
Fire Strategy	10,692	10,692	-
Compartmentation Survey	-	14,154	-
Building Safety Regulator Registration	-	251	-
Fire Door Inspections	4,308	4,308	-
CCTV Maintenance	1,014	1,400	1,700
Automatic Opening Vent	504	246	216
Dry Riser Maintenance	3,482	924	-
Fire Extinguishers	-	-	476
Engineering Insurance	-	-	178
Emergency Lighting	845	660	562
Waste Management	600	600	748
Water Supply Testing	438	2,134	170
Water Tank / Pump Maintenance	1,030	1,000	-
Gas Safety Certificate	-	500	-
Electrical Safety Testing	-	4,800	1,788
Office and Gym Equipment	535	1,000	-
Lift Maintenance	4,302	2,761	4,495
Lift Insurance	-	1,817	132
Communal Electricity	174,547	100,458	141,350
Voltage Optimisation	-	14,486	-
Communal Gas Supply	111,233	95,848	175,344
Boiler Servicing	480	1,320	779
TV Licensing	1,276	2,743	4,544
Internet	46,104	38,880	42,419
Student Contents Insurance	-	2,177	-
Management Fees	75,572	75,572	69,523
Accountancy Fees	1,417	1,616	717
Compliance & Risk Management	7,230	4,800	-
Bank Charges	-	-	30

Out of Hours	7,659	6,912	6,936
Site Staff Salaries	75,658	70,148	66,397
Shared Office Costs	-	1,000	233
Offsite Concierge	7,425	8,100	9,290
Renewal Sinking Fund	10,000	10,000	10,000
<b>Total expenditure</b>	<u>632,878</u>	<u>578,584</u>	<u>583,572</u>

<b>Expenditure relating to the period -</b>	<b>Building</b>			
Window Cleaning	3,432	2,200	-	
Lightning Protection	241	250	1,141	
Fire System Maintenance	15,127	2,310	4,451	
Water Supply	13,009	26,400	4,412	
Buildings Insurance	47,211	35,915	34,135	
Management Fees	5,385	5,385	4,954	
Renewal Sinking Fund	6,606	6,606	6,606	
<b>Total expenditure</b>	<u>91,011</u>	<u>79,066</u>	<u>55,699</u>	
<b>Summary</b>				
<b>Residential</b>				
Income	578,584	578,584	567,596	
Expenditure	<u>632,878</u>	<u>578,584</u>	<u>583,572</u>	
Deficit for the year	<b>(54,294)</b>	-	<b>(15,976)</b>	
<b>Building</b>				
Income	79,066	79,066	71,859	
Expenditure	<u>91,011</u>	<u>79,066</u>	<u>55,699</u>	
Deficit for the year	<b>(11,945)</b>	-	<b>16,160</b>	
Other Income	-	-	108	
<b>Net deficit for the year</b>	<u>(66,239)</u>	<u>-</u>	<u>292</u>	

**Rede House  
Service Charge Balance Sheet  
As at 31 August 2024**

	Notes	2024 £	2023 £
<b>Assets</b>			
Debtors	3	154,257	85,004
Cash at bank	4	13,837	19,039
		168,094	104,043
<b>Less: Liabilities</b>	5	134,397	86,952
<b>Net Assets</b>		33,697	17,091
 <b>Reserves</b>			
General reserve	6	33,697	17,091
		33,697	17,091

This statement of account was approved by :

.....Signed                      Date              13 February 2026  
**Xenia Estates**

**Rede House**  
**Notes to the Service Charge Accounts**  
**For the year ended 31 August 2024**

**1 Accounting policies**

The accounts are prepared in accordance with the provisions of 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 during the year and the preceding year was 20%.

**3 Debtors**

	<b>2024</b>	<b>2023</b>
	£	£
Deficit recoverable from lessees	61,622	-
Service charges owed	51,991	48
Prepayments	40,644	84,956
TB Imbalance	-	-
	<u>154,257</u>	<u>85,004</u>

**4 Bank Balances**

	<b>2024</b>	<b>2023</b>
	£	£
The bank balances are held in the following accounts:		
Held by managing agent	13,837	19,039
	<u>13,837</u>	<u>19,039</u>

**5 Creditors**

	<b>2024</b>	<b>2023</b>
	£	£
Surplus refundable to lessees	-	4,617
Trade creditors	92,081	71,617
Accruals	39,817	8,219
Other creditors	2,499	2,499
	<u>134,397</u>	<u>86,952</u>

**Rede House**  
**Notes to the Service Charge Accounts**  
**For the year ended 31 August 2024**

**6 Reserves**

The general reserve has been established to meet the costs of large, non-regular repair and maintenance work. Any shortfall in these funds resulting from expenditure incurred will be charged to the income and expenditure account in that year. Surpluses or deficits on service charge accounts from earlier years not previously collected from lessees may be charged or credited to this reserve.

Other reserves may be created for specific major works purposes, where planned expenditure needs to be separately identified and collected.

	<b>2024</b>	<b>2023</b>
	£	£
<b>General reserve</b>		
Balance brought forward	17,091	33,421
Transfer to/from Income and expenditure account	16,606	16,606
Expenditure	-	(32,936)
Balance carried forward	<u>33,697</u>	<u>17,091</u>