

**PLEASE COMPLETE IN ROUND POUNDS**

LTD

**YEAR ENDED** \_\_\_\_\_

	<b>INCOME</b> £	<b>EXPENDITURE</b> £
<b>CASH IN HAND (at Start of year)</b>	.....	
<b>CASH AT BANK/BUILDING SOCIETY (at start of year)</b>	.....	
<b>RECEIPTS</b>		
Total Contributions from flat owners	.....	
Total Insurance Claim Receipts	.....	
Total Interest received (Gross)	.....	
Total Interest received Net of Tax	.....	
Total Fees received	.....	
Total Other Income (please give details)	.....	
	.....	
<b>PAYMENTS</b>		
Total Insurance paid in year		
Total Repairs and Renewals		
Total Electricity		
Total Printing, Stationery and Postage		
Total Window Cleaning		
Total Other Cleaning		
Total Gardening		
Total Companies House - Annual Return Fee		
Total Bank charges		
Total Legal and Professional fees		
Total Accountancy		.....
Total Other Expenditure (Please give details)		.....
		.....
CASH IN HAND (at End of Year)		.....
CASH AT BANK/BUILDING SOCIETY (at End of Year)		.....
<b>TOTALS (THESE TOTALS MUST AGREE)</b>	<input type="text"/>	<input type="text"/>

**OTHER DETAILS**

**(A)** Are there any monies due at the year end date, from:

Flat Owners (Please list)

Others (Please give details)

**(B)** Are there amounts due to be paid at the year end unpaid?  
(Please list details)

**(C)** Have there been any Changes of Directors or Shareholders during the Accounts year?  
(Give details with dates of Appointment and Resignation)

**(D)** Are any expenses paid direct by Flat Owners  
(Please list and show proportions paid by each Flat Owner)

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