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**HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT**

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**UNAUDITED**

**COMMITTEE OFFICERS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 NOVEMBER 2023**

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## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

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### INFORMATION

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**Estate office**

Holly Lodge Committee Office  
Opposite 8 Holly Lodge Gardens  
London  
N6 6AA

**Accountants**

Harris & Trotter LLP  
Chartered Accountants  
101 New Cavendish Street  
1st Floor South  
London  
W1W 6XH

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## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

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## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

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### DIRECTOR'S REPORT FOR THE YEAR ENDED 30 NOVEMBER 2023

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The Officers of the Holly Lodge Estate Plot Holders Committee present the accounts for the year ended 30 November 2023.

#### **Statement of the Responsibilities of the Officers of the Holly Lodge Estate Plot Holders Committee**

The Officers are responsible for preparing the Committee Officers' Report and the Accounts in accordance with applicable law and regulations.

The regulations of the Committee require the Officers to prepare accounts for each financial year. The Officers have elected to prepare the accounts in accordance with 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 Republic of Ireland'. The Officers must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the Estate and of the profit or loss of the Estate for that year.

In preparing the accounts, the Officers are required to:

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

The Officers are responsible for keeping adequate accounting records that are sufficient to show and explain the Estate's transactions and disclose with reasonable accuracy at any time the financial position of the Estate and to enable them to ensure that the comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the Estate and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Officers have considered the ability of the Holly Lodge Estate Plot Holders to continue as a going concern for a period of 12 months from the date of this report, and confirm that they have no doubts as to the Organisation's ability to do so.

This report was approved by the committee and signed on its behalf.

**M Narraway**  
Officer

Date:

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## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

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### INDEPENDENT ACCOUNTANTS' REPORT TO THE PLOT HOLDERS REGARDING THE HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT FOR THE YEAR ENDED 30 NOVEMBER 2021

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In order to assist you to fulfil your duties under applicable laws and regulations, we have prepared for your approval the financial statements of Holly Lodge Estate Plot Holders for the year ended 30 November 2023 which comprise the Profit and Loss Account, the Statement of Financial Position and the related notes from the Company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <https://www.icaew.com/regulation>.

This report is made solely to the Holly Lodge Estate Plot Holders, as a body. We have not carried out an audit. Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to the Plot Holders that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the Holly Lodge Estate Plot Holders, as a body, for our work or for this report.

As acknowledged on page 1, the Holly Lodge Estate's Officers are responsible for ensuring that the Estate has kept proper accounting records and for the preparation of accounts for the year ended 30 November 2023 that give a true and fair view of the transactions during the year. They consider that the Plot Holders Account is exempt from an audit. In accordance with their instructions, we have compiled these unaudited accounts, which comprise the income and expenditure account, balance sheet and related notes, in order to assist them to fulfil their statutory responsibilities, from the accounting records and information and explanations supplied to us.

We have carried out this engagement in accordance with technical guidance issued by the ICAEW and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of accounts.

We have not been instructed to carry out an audit of the accounts. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations given to us, and we do not, therefore, express any opinion on the accounts.

**Harris & Trotter LLP**  
Chartered Accountants  
101 New Cavendish Street  
1st Floor South  
London  
W1W 6XH  
Date:

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**HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT**

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**PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 30 NOVEMBER 2023**

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	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Turnover	<b>389,565</b>	365,890
Cost of sales	<b>(334,820)</b>	(284,837)
<b>Gross profit</b>	<b>54,745</b>	81,053
Administrative expenses	<b>(54,745)</b>	(81,053)
<b>Operating profit</b>	<b>-</b>	-
<b>Profit for the financial year</b>	<b>-</b>	-

The notes on pages 6 to 9 form part of these financial statements.

**HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT  
REGISTERED NUMBER:**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 NOVEMBER 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	2	43,062	52,218
		<u>43,062</u>	<u>52,218</u>
<b>Current assets</b>			
Stocks		-	3,309
Debtors: amounts falling due within one year	3	9,239	3,350
Cash at bank and in hand		501,726	513,954
		<u>510,965</u>	<u>520,613</u>
Creditors: amounts falling due within one year	4	(24,384)	(17,046)
<b>Net current assets</b>		<u>486,581</u>	<u>503,567</u>
<b>Total assets less current liabilities</b>		<u>529,643</u>	<u>555,785</u>
<b>Net assets</b>		<u><u>529,643</u></u>	<u><u>555,785</u></u>
<b>Capital and reserves</b>			
Capital redemption reserve		510,043	536,185
Profit and loss account		19,600	19,600
		<u>529,643</u>	<u>555,785</u>

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**HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT  
REGISTERED NUMBER:**

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**STATEMENT OF FINANCIAL POSITION (CONTINUED)  
AS AT 30 NOVEMBER 2023**

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The director considers that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on

**I Whittaker**  
Director

**M Narraway**  
Director

The notes on pages 6 to 9 form part of these financial statements.



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## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2023

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#### 1. Accounting policies

##### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' and the requirements of applicable laws and regulations. The disclosure requirements of Section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

##### 1.2 Revenue recognition

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Estate and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

##### 1.3 Taxation

Taxation represents the sum of tax currently payable and deferred tax. The Estate's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the end of the reporting period.

Deferred tax is recognised on all timing differences between the carrying amounts of assets and liabilities in the accounts and the corresponding tax bases used in the computation of taxable profit.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the period in which the liability is settled or the asset realised, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period.

##### 1.4 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, on the following basis:

Motor vehicles	-	25% straight line method
Tools and equipment	-	33% reducing balance method
Other fixed assets	-	20% reducing balance method

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2023

#### 1. Accounting policies (continued)

##### 1.5 Stocks

Stocks of salt is stated at cost.

##### 1.6 Pensions

Holly Lodge Estate Plot Holders operate a defined contribution scheme for the senior employees. The pension charge for the year represents the amount payable to the fund.

#### 2. Tangible fixed assets

	Electronic Gate & Street Signs £	Garages Yard & Staff Accommoda tion £	Motor vehicles £	Tools & Equipment £	Total £
<b>Cost or valuation</b>					
At 1 December 2022	22,045	46,924	34,674	57,370	161,013
Additions	-	-	-	12,508	12,508
At 30 November 2023	<u>22,045</u>	<u>46,924</u>	<u>34,674</u>	<u>69,878</u>	<u>173,521</u>
<b>Depreciation</b>					
At 1 December 2022	19,012	32,004	21,672	36,107	108,795
Charge for the year on owned assets	606	2,984	8,669	9,405	21,664
At 30 November 2023	<u>19,618</u>	<u>34,988</u>	<u>30,341</u>	<u>45,512</u>	<u>130,459</u>
<b>Net book value</b>					
At 30 November 2023	<u><u>2,427</u></u>	<u><u>11,936</u></u>	<u><u>4,333</u></u>	<u><u>24,366</u></u>	<u><u>43,062</u></u>
At 30 November 2022	<u><u>3,033</u></u>	<u><u>14,920</u></u>	<u><u>13,002</u></u>	<u><u>21,263</u></u>	<u><u>52,218</u></u>

## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2023

#### 3. Debtors

	2023 £	2022 £
Trade debtors	2,916	2,014
Other debtors	1,522	101
Prepayments and accrued income	4,801	1,235
	<b>9,239</b>	<b>3,350</b>
	<b>9,239</b>	<b>3,350</b>

#### 4. Creditors: Amounts falling due within one year

	2023 £	2022 £
Payments received on account	315	-
Other taxation and social security	4,124	3,523
Other creditors	2,986	1,443
Accruals	16,959	12,080
	<b>24,384</b>	<b>17,046</b>
	<b>24,384</b>	<b>17,046</b>

#### 5. Maintenance fund

The Maintenance Fund was established to provide funds for ongoing repairs to the Estate's infrastructure.

	2023 £	2022 £
Balance as at 1 December 2022	536,184	556,269
Transfer from income & expenditure account	49,856	(14,205)
Less: Cost of special projects	(75,997)	(5,880)
	<b>510,043</b>	<b>536,184</b>
	<b>510,043</b>	<b>536,184</b>

## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2023

#### 6. General fund

	2023 £	2022 £
Balance as at 1 December 2022	19,600	19,600
Surplus transferred from income & expenditure account	-	-
<b>Balance as at 30 November 2023</b>	<b>19,600</b>	<b>19,600</b>

#### 7. Employment costs

	2023 £	2022 £
Salaries and pension contributions	172,095	146,397
Social security costs	11,342	8,794
	<b>183,437</b>	<b>155,191</b>

The average monthly number of employees, including officers, during the year was 5 (2022 - 4).

#### 8. Administration, secretarial and accountancy

	2023 £	2022 £
Manager and secretarial	-	8,228
Accountancy fees	2,366	2,173
	<b>2,366</b>	<b>10,401</b>

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**HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT**

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**DETAILED ACCOUNTS - UNAUDITED  
FOR THE YEAR ENDED 30 NOVEMBER 2023**

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**HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT**

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**DETAILED PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 30 NOVEMBER 2023**

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	<b>2023</b>	<i>2022</i>
	<b>£</b>	<b>£</b>
Turnover	<b>389,566</b>	<i>365,890</i>
Cost Of Sales	<b>(334,820)</b>	<i>(284,836)</i>
<b>Gross profit</b>	<b>54,746</b>	<i>81,054</i>
Administration expenses	<b>(54,746)</b>	<i>(81,054)</i>
<b>Operating profit</b>	<b>-</b>	<i>-</i>
<b>Profit for the year</b>	<b>-</b>	<i>-</i>

## HOLLY LODGE ESTATE PLOT HOLDERS ACCOUNT

### SCHEDULE TO THE DETAILED ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2023

	2023 £	2022 £
<b>INCOME</b>		
Rent charges and Wayleaves	1,750	1,750
Contribution received for general maintenance	340,065	330,951
Garage rents	15,005	16,625
Bank interest receivable	10,832	1,456
Electronic gates income	740	595
Parking and skip income	12,385	9,875
Sundry income	8,789	4,638
	<b>389,566</b>	<b>365,890</b>
	<b>389,566</b>	<b>365,890</b>
	2023 £	2022 £
<b>COST OF UPKEEP AND MAINTENANCE</b>		
Salaries, pensions and National Insurance (Note 7)	172,095	146,397
National insurance	11,342	8,794
Electric gates and garages	1,888	2,703
Trees, steps and garden maintenance	52,697	59,767
Insurance	6,925	13,236
Water and electricity	5,867	2,493
Motor expense	10,838	8,433
Depreciation	21,664	23,365
Repairs and renewals of equipment	1,648	33,853
Transfer to Maintenance Fund	49,856	(14,205)
	<b>334,820</b>	<b>284,836</b>
	<b>334,820</b>	<b>284,836</b>
	2023 £	2022 £
<b>GENERAL AND ADMINISTRATION EXPENSES</b>		
Administration, secretarial services	-	8,228
Accountancy fees	2,366	2,173
Legal and professional fees	2,439	11,986
Parking Management	26,447	30,658
Independent examiners fees	4,183	5,043
General office expenses	19,036	22,656
Charity donations	275	310
	<b>54,746</b>	<b>81,054</b>
	<b>54,746</b>	<b>81,054</b>