

UXBRIDGE ROAD (HAYES) MANAGEMENT COMPANY LIMITED

ADMIRAL COURT, CHARLTON COURT, NEVILLE COURT

SERVICE CHARGE BUDGET 01/01/2018- 31/12/2018



david charles
property consultants

020 8866 0001

CATEGORY	SERVICE CHARGE BUDGET 2018
BIN STORE / EXTERNAL RUBBISH	
Clearing/ Waste Management / Flytipping	£250.00
TOTAL BIN STORE	£250.00
CLEANING	
Common Parts (weekly)	£2,436.00
Carpets (annual)	£255.00
Window Cleaning (bi-annual)	£440.00
TOTAL CLEANING	£3,131.00
ELECTRICITY CONSUMPTION	
Common Areas	£800.00
TOTAL ELECTRICITY	£800.00
GARDEN MAINTENANCE	
Garden Contract	£2,808.00
Plants/ Evergreen	£250.00
Treework	£300.00
TOTAL GARDEN MAINTENANCE	£3,358.00
GENERAL MAINTENANCE	
Door Entry System	£100.00
General Maintenance	£2,500.00
Gutter Cleaning (annual vacuum cleaning)	£160.00
Batteries & Bulbs	£430.00
Pest Control	£900.00
TOTAL MAINTENANCE	£4,090.00
HEALTH & SAFETY INSPECTIONS	
Fire & Risk Assesments (2019)	£0.00
Emergency Lighting Inspection (monthly) & Smoke Vent & Smoke Alarm Testing	£660.00
5 Year Electrical Inspection (2018)	£650.00
TOTAL HEALTH & SAFETY INSPECTIONS	£1,310.00
INSURANCE	
Buildings Insurance	£5,350.00
Reinstatement Valuation	£200.00
Directors & Officers Insurance	£150.00
TOTAL INSURANCE	£5,700.00
PROFESSIONAL FEES	
Accountants - Preparation fo Year End Accounts	£420.00
Company Registrar & Filing Fee	£70.00
Managing Agent - David Charles Property Consultants Limited	£7,800.00
Meetign Room Hire	£20.00
Out of Hours Emergency Call Handling	£86.40
TOTAL PROFESSIONAL FEES	£8,396.40
TOTAL EXPENDITURE EXCLUDING RESERVE FUND	£27,035.40
RESERVE FUND	
General Reserve	£2,000.00
TOTAL RESERVEFUND	£2,000.00
TOTAL SERVICE CHARGE	£29,035.40

UXBRIDGE ROAD (HAYES) MANAGEMENT COMPANY LIMITED

ADMIRAL COURT, CHARLTON COURT, NEVILLE COURT

SERVICE CHARGE BUDGET 01/01/2018- 31/12/2018



david charles
property consultants

020 8866 0001

CATEGORY	SERVICE CHARGE BUDGET 2018	ESTATE CHARGE ÷ 24	BLOCK CHARGE	ADMIRAL COURT ÷ 6	CHARLTON COURT ÷ 9	NEVILLE COURT ÷ 9
BIN STORE / EXTERNAL RUBBISH						
Clearing/ Waste Management / Flytipping	£250.00	£250.00				
TOTAL BIN STORE	£250.00	£250.00				
CLEANING						
Common Parts (weekly)	£2,436.00		£2,436.00	£812.00	£812.00	£812.00
Carpets (annual)	£255.00		£255.00	£85.00	£85.00	£85.00
Window Cleaning (bi-annual)	£440.00		£440.00	£146.67	£146.67	£146.67
TOTAL CLEANING	£3,131.00		£3,131.00	£1,043.67	£1,043.67	£1,043.67
ELECTRICITY CONSUMPTION						
Common Areas	£800.00	£800.00				
TOTAL ELECTRICITY	£800.00	£800.00				
GARDEN MAINTENANCE						
Garden Contract	£2,808.00	£2,808.00				
Plants/ Evergreen	£250.00	£250.00				
Treework	£300.00	£300.00				
TOTAL GARDEN MAINTENANCE	£3,358.00	£3,358.00				
GENERAL MAINTENANCE						
Batteries & Bulbs	£430.00	£430.00				
Door Entry System	£100.00	£100.00				
General Maintenance	£2,500.00	£2,500.00				
Gutter Cleaning (annual vacuum cleaning)	£160.00		£160.00	£53.33	£53.33	£53.33
Pest Control	£900.00	£900.00				
TOTAL MAINTENANCE	£4,090.00	£3,930.00	£160.00	£53.33	£53.33	£53.33
HEALTH & SAFETY						
Fire & Risk Assesments (2019)	£0.00		£0.00	£0.00	£0.00	£0.00
Emergency Lighting Inspection & Remedial Works (every 6 months)	£660.00		£660.00	£220.00	£220.00	£220.00
5 Year Electrical Inspection (next due 2018)	£650.00		£650.00	£216.67	£216.67	£216.67
TOTAL HEALTH & SAFETY	£1,310.00		£1,310.00	£436.67	£436.67	£436.67
INSURANCE						
Buildings Insurance	£5,350.00	£5,350.00				
Reinstatement Valuation	£200.00	£200.00				
Directors & Officers Insurance	£150.00	£150.00				
TOTAL INSURANCE	£5,700.00	£5,700.00				
PROFESSIONAL FEES						
Accountants - Preparation fo Year End Accounts	£420.00	£420.00				
Company Registrar & Filing Fee	£70.00	£70.00				
David Charles Property Consultants	£7,800.00	£7,800.00				
Meeting Room Hire	£20.00	£20.00				
Out of Hours Emergency Call Handling	£86.40	£86.40				
TOTAL PROFESSIONAL FEES	£8,396.40	£8,396.40				
TOTAL EXPENDITURE EXCLUDING RESERVE FUND	£27,035.40	£22,434.40	£4,601.00	£1,533.67	£1,533.67	£1,533.67
RESERVE FUND						
General Reserve	£2,000.00	£2,000.00				
TOTAL RESERVE FUND - CONTINGENCY FOR MAJOR WORKS	£2,000.00	£2,000.00				
TOTAL SERVICE CHARGE	£29,035.40	£24,434.40				
TOTAL SERVICE CHARGE PER FLAT				£1,273.71	£1,188.51	£1,188.51
TOTAL SERVICE CHARGE PER BI-ANNUAL INSTALLMENT				£636.86	£594.25	£594.25