

<b>CATEGORY</b>	<b>SERVICE CHARGE BUDGET 2018</b>
<b>CLEANING</b>	
Bin Sanitation (quarterly)	£324.00
Carpet Cleaning (annual)	£150.00
Internal Common Parts (weekly)	£1,975.00
Windows (bi-annually), Soffitts, Fascias (annually)	£274.00
<b>TOTAL CLEANING</b>	<b>£2,723.00</b>
<b>GENERAL MAINTENANCE CONTINGENCY</b>	
Batteries & Bulbs	£150.00
General Maintenance	£1,159.60
Gutter Vacuum (annual)	£94.00
<b>TOTAL GENERAL MAINTENANCE CONTINGENCY</b>	<b>£1,403.60</b>
<b>GROUNDS MAINTENANCE</b>	
Garden Maintenance Contract (fortnightly)	£1,638.00
Gardening Contingency (ad hoc planting / lawn feed etc)	£0.00
Disposal of Flytipping	£300.00
Garden Waste Bin Collection	£108.00
Treework	£0.00
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>£2,046.00</b>
<b>HEALTH &amp; SAFETY</b>	
5 Year Electrical Inspection (2019)	£0.00
Fire & Risk Assessments (2018)	£320.00
Emergency Light, Smoke Vent & Smoke Alarm Inspection (monthly)	£924.00
<b>TOTAL HEALTH &amp; SAFETY</b>	<b>£1,244.00</b>
<b>INSURANCE</b>	
Buildings Insurance incl. Terrorism	£3,600.00
Directors & Officers Insurance	£115.00
<b>TOTAL INSURANCE</b>	<b>£3,715.00</b>
<b>PROFESSIONAL FEES</b>	
Accountants Fees - Preparation of Year End Accounts	£460.00
Company Registrar & Filing Fees	£70.00
Managing Agents Fees - David Charles Property Consultants Ltd	£3,600.00
Out of Hours Emergency Call Handling	£50.40
<b>TOTAL PROFESSIONAL FEES</b>	<b>£4,180.40</b>
<b>UTILITIES</b>	
Electricity Consumption	£700.00
Water Supply & Wastewater Services	£60.00
<b>TOTAL UTILITIES</b>	<b>£760.00</b>
<b>TOTAL EXPENDITURE EXCLUDING RESERVE FUND</b>	<b>£16,072.00</b>
<b>RESERVE FUND TRANSFER</b>	
General Contingency for Major Works	£1,400.00
<b>TOTAL RESERVE FUND TRANSFER</b>	<b>£1,400.00</b>
<b>TOTAL SERVICE CHARGE</b>	<b>£17,472.00</b>
<b>TOTAL SERVICE CHARGE PER FLAT (÷14)</b>	<b>£1,248.00</b>