

## SERVICE CHARGE BUDGET

020 8866 0001

01/01/2018 - 31/12/2018

CATEGORY	SERVICE CHARGE BUDGET 2018
<b>CLEANING</b>	
Internal Common Parts	£2,840.00
Carpet Cleaning (annually)	£250.00
Windows ( annually)	£152.00
<b>TOTAL CLEANING</b>	<b>£3,242.00</b>
<b>GARDEN MAINTENANCE</b>	
Grounds Maintenance Contract	£1,200.00
Additional Gardening Contingency (new plants etc)	£0.00
<b>TOTAL GARDEN MAINTENANCE</b>	<b>£1,200.00</b>
<b>GENERAL MAINTENANCE</b>	
Batteries & Bulbs	£448.80
Entry Phone	£0.00
Fly-tipping Clearance	£0.00
General Maintenance Contingency	£1,000.00
Gutter Vacuum (annually)	£102.00
<b>TOTAL MAINTENANCE</b>	<b>£1,550.80</b>
<b>HEALTH &amp; SAFETY INSPECTIONS</b>	
Emergency Light, Smoke Vent & Smoke Alarm Inspection	£900.00
Health Safety & Fire Risk Assessment (2019)	£0.00
Landlords 5 Year Electrical Inspection (2019)	£0.00
<b>TOTAL HEALTH &amp; SAFETY INSPECTIONS</b>	<b>£900.00</b>
<b>INSURANCE</b>	
Buildings Insurance incl. Terrorism & Engineering	£4,070.00
Directors & Officers	£220.00
<b>TOTAL INSURANCE</b>	<b>£4,290.00</b>
<b>LIFT MAINTENANCE</b>	
Annual Servicing Contract	£1,040.00
Emergency Telephone Line	£550.00
Congingency for Repairs	£300.00
<b>TOTAL LIFT MAINTENANCE</b>	<b>£1,890.00</b>
<b>PROFESSIONAL FEES</b>	
Accountants - Preparation of Year End Accounts	£420.00
Company Registrar & Filing Fees	£70.00
Managing Agents - David Charles Property Consultants Limited	£3,780.00
Meeting Room Hire for Directors Meetings & AGM	£0.00
Out of Hours Emergency Call Handling	£43.20
<b>TOTAL PROFESSIONAL FEES</b>	<b>£4,313.20</b>
<b>UTILITIES</b>	
Electricity Consumption	£750.00
<b>TOTAL UTILITIES</b>	<b>£750.00</b>
<b>TOTAL EXPENDITURE EXCLUDING RESERVE FUND</b>	<b>£18,136.00</b>
<b>RESERVE FUND</b>	
General Contingency	£2,000.00
<b>TOTAL RESERVE FUND</b>	<b>£2,000.00</b>
<b>TOTAL SERVICE CHARGE</b>	<b>£20,136.00</b>
<b>TOTAL SERVICE CHARGE PER ANNUM PER FLAT</b>	<b>£1,678.00</b>