

DEACON HOUSE (LITTLETON ROAD) MANAGEMENT LIMITED

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

020 8866 0001

CATEGORY	SERVICE CHARGE BUDGET 2018
CLEANING	
Internal Common Parts (weekly)	£950.00
TOTAL CLEANING	£950.00
GENERAL MAINTENANCE CONTINGENCY	
Batteries & Bulbs	£50.00
General Maintenance Contingency	£1,161.99
TOTAL GENERAL MAINTENANCE CONTINGENCY	£1,211.99
GROUNDS MAINTENANCE	
Bin Sanitisation (quarterly)	£144.00
Clearing Bin Store (fly-tipping/ sorting waste/ contaminated bins)	£0.00
Garden Maintenance Contract	£1,650.00
Ad Hoc Additional Gardning / Lawn Feed	£0.00
Green Waste Bin Hire & Tipping	£54.00
TOTAL GROUNDS MAINTENANCE	£1,848.00
HEALTH & SAFETY INSPECTIONS	
Health, Safety & Fire Risk Assesments (2018)	£200.00
Emergency Light & Smoke Vent Testing (monthly)	£900.00
5 Year Electrical Inspection (2022)	£0.00
TOTAL HEALTH & SAFETY	£1,100.00
INSURANCE	
Buildings Insurance	£2,100.00
Directors & Officers Insurance	£150.00
TOTAL INSURANCE	£2,250.00
PROFESSIONAL FEES	
Accountants Fee- Preparation of Year End Service Charge Accounts	£350.00
Company Registrar & Filing Fee	£70.00
Managing Agents Fee - David Charles Property Consultants Limited	£2,160.00
Out of Hours Emergency Call Handling	£25.20
TOTAL PROFESSIONAL FEES	£2,605.20
UTILITIES	
Electricity Consumption	£500.00
Water Supply & Wastewater (garden tap)	£130.00
TOTAL UTILITIES	£630.00
TOTAL EXPENDITURE EXCLUDING RESERVE FUND	£10,595.19
RESERVE FUND	
General Reserve	£1,000.00
TOTAL RESERVE FUND	£1,000.00
TOTAL SERVICE CHARGE	£11,595.19
TOTAL SERVICE CHARGE PER FLAT	£1,656.46
SERVICE CHARGE PER HALF YEARLY INSTALLMENT	£828.23