

HOLLINGSWORTH MEWS (WATFORD) MANAGEMENT COMPANY LIMITED

SERVICE CHARGE BUDGET - SPLIT

FINANCIAL YEAR 01/01/2018 - 31/12/2018

020 8866 0001

CATEGORY	SERVICE CHARGE BUDGET INC VAT	ESTATE CHARGE (÷12)	BLOCK A 1-8	BLOCK B 9-12	INTERNAL COMMON PARTS 5-6 & 7-8
ACCOUNTS & COMPANY FEES					
Year End Service Charge Accounts	£350.40	£350.40			
Company Registrar & Filing Fees	£70.00	£70.00			
TOTAL ACCOUNTS & COMPANY FEES	£420.40	£420.40			
CLEANING					
Common Parts	£0.00				£0.00
Window Cleaning	£720.00	£720.00			
TOTAL CLEANING	£720.00	£720.00			£0.00
GARDEN MAINTENANCE					
Garden Maintenance Contract	£2,040.00	£2,040.00			
Evergreen/ Weedkiller / Plants etc	£175.00	£175.00			
Treeworks	£0.00	£0.00			
TOTAL GARDEN MAINTENANCE	£2,215.00	£2,215.00			
GENERAL MAINTENANCE					
Contingency for General Repairs	£250.00	£250.00			
Gutter Clearing (annual)	£250.00	£250.00			
Batteries & Bulbs	£0.00	£0.00			
TOTAL GENERAL MAINTENANCE	£500.00	£500.00			
HEALTH & SAFETY					
Fire & General Risk Assessments (bi-annual - due 2016, 2018)	£210.00	£210.00			
5 Year Electrical Inspection incl external circuit (due 2014, 2019)	£0.00	£0.00			
Emergency Light Testing (bi-annual)	£804.00				£804.00
TOTAL HEALTH & SAFETY	£1,014.00	£210.00			£804.00
INSURANCE					
Buildings Insurance	£2,700.00	£2,700.00			
Directors & Officers Insurance	£150.00	£150.00			
TOTAL INSURANCE	£2,850.00	£2,850.00			
MANAGEMENT FEE					
David Charles Property Consultants	£1,555.20	£1,555.20			
Out of Hours Emergency Call Handling	£43.20	£43.20			
TOTAL MANAGEMENT FEE	£1,598.40	£1,598.40			
UTILITIES					
Common Part Lights & External Lights	£450.00	£450.00			
Water Rates for Common Parts - NA: Tap has been capped	£0.00	£0.00			
TOTAL UTILITIES	£450.00	£450.00			
TOTAL EXPENDITURE EXCLUDING RESERVE FUND	£9,767.80	£8,963.80	£0.00	£0.00	£804.00
RESERVE FUND					
General Contingency Whole Estate & Buildings	£800.00	£800.00			
General Contingency - Internal Common Parts	£200.00				£200.00
TOTAL RESERVE FUND	£1,000.00	£800.00			£200.00
TOTAL SERVICE CHARGE	£10,767.80	£9,763.80			£1,004.00
TOTAL PER UNIT PER ANNUM 1-4, 9-12	£813.65				
TOTAL PER UNIT 5-8	£1,064.65				