

CATEGORY	SERVICE CHARGE BUDGET	ESTATE CHARGE ÷ 17	UNITS 1-2, 4-15	UNITS 3, 16, 17
CLEANING				
Bin Sanitation	£120.00	£120.00		
Carpet Cleaning	£340.00		£340.00	
Cleaning Common Parts (weekly)	£2,000.00		£2,000.00	
Windows - All External & Window Sills (annual)	£100.00	£100.00		
TOTAL CLEANING	£2,560.00	£220.00	£2,340.00	
GARDEN MAINTENANCE				
Garden Contract (weekly)	£1,320.00	£1,320.00		
Garden - Ad hoc additional Items (eg plants)	£400.00	£400.00		
TOTAL GARDEN MAINTENANCE	£1,720.00	£1,720.00		
GENERAL MAINTENANCE				
Batteries & Bulbs	£100.00		£100.00	
Clear Fly-tipping	£0.00	£0.00		
General Maintenance - Internal	£1,000.00		£900.00	
General Maintenance - External	£200.00	£300.00		
TOTAL GENERAL MAINTENANCE	£1,300.00	£300.00	£1,000.00	
HEALTH & SAFETY INSPECTIONS				
Health Safety & Fire Risk Assessment (2018)	£230.00		£230.00	
Emergency Lights (monthly), Smoke Alarms, Smoke Vent (every 6 months)	£700.00		£700.00	
Dry Riser Test (every 6 months)	£288.00	£288.00		
5 Year Landlords Electrical Installation Inspection (2019)	£0.00		£0.00	
TOTAL HEALTH & SAFETY INSPECTIONS	£1,218.00	£288.00	£930.00	
INSURANCE				
Buildings Insurance	£2,600.00	£2,600.00		
Director & Officers Insurance	£160.00	£160.00		
TOTAL INSURANCE	£2,760.00	£2,760.00		
PROFFESIONAL FEES				
Company Registrar & Filing Fee	£70.00	£70.00		
Managing Agents Fee	£4,320.00	£4,320.00		
Out of Hours Emergency Call Handling	£61.20	£61.20		
Preparation of Annual Year End Service Charge Accounts	£420.00	£420.00		
TOTAL ACCOUNTS	£4,871.20	£4,871.20		
UTILITIES				
Common Parts (Internal Lights)	£699.00		£699.00	
TOTAL UTILITIES	£699.00	£0.00	£699.00	
TOTAL EXPENDITURE EXCLUDING RESERVE FUND CONTRIBUTION	£15,128.20	£10,159.20	£4,969.00	
GENERAL RESERVE FUND				
General Reserve - External	£1,000.00	£1,000.00		
General Reserve - Internal	£1,000.00		£1,000.00	
TOTAL GENERAL RESERVE	£2,000.00	£1,000.00	£1,000.00	
TOTAL SERVICE CHARGE	£17,128.20	£11,159.20	£5,969.00	
TOTAL SERVICE CHARGE PER ANNUM UNITS 1-2, 4-15	£1,082.78			
TOTAL SERVICE CHARGE PER ANNUM UNITS 3, 16, 17 (no internal access)	£656.42			