

SERVICE CHARGE BUDGET

020 8866 0001

01/01/2018 - 31/12/2018

CATEGORY	SERVICE CHARGE BUDGET 2017	ESTATE CHARGE	MARSH COURT	KENBROOK HOUSE
<b>CLEANING</b>				
Common Parts (weekly)	£1,962.00		£981.00	£981.00
Carpets (annual)	£180.00		£90.00	£90.00
Window Cleaning (twice annually)	£184.00		£92.00	£92.00
<b>TOTAL CLEANING</b>	<b>£2,326.00</b>		<b>£1,163.00</b>	<b>£1,163.00</b>
<b>GARDEN MAINTENANCE</b>				
Grounds Maintenance Contract	£1,680.00	£1,680.00		
Plants/ Evergreen / Ad-hoc Additional Gardening	£125.00	£125.00		
Treework	£0.00	£0.00		
<b>TOTAL GARDEN MAINTENANCE</b>	<b>£1,805.00</b>	<b>£1,805.00</b>		
<b>GENERAL MAINTENANCE</b>				
Batteries & Bulbs	£150.00	£150.00		
General Maintenance	£2,500.00	£2,500.00		
Gutter Clearing (annual vacuum cleaning)	£85.00		£42.50	£42.50
<b>TOTAL MAINTENANCE</b>	<b>£2,735.00</b>	<b>£2,650.00</b>	<b>£42.50</b>	<b>£42.50</b>
<b>HEALTH &amp; SAFETY</b>				
Fire & Risk Assessments (every 2 years)	£0.00	£0.00		
Emergency Light & Smoke Vent Inspection (every 6 months)	£750.00	£750.00		
5 Year Electrical Inspection (next due 2021)	£0.00	£0.00		
<b>TOTAL HEALTH &amp; SAFETY</b>	<b>£750.00</b>	<b>£750.00</b>		
<b>INSURANCE</b>				
Buildings Insurance	£2,900.00		£928.00	£1,972.00
Directors & Officers Insurance	£195.00	£195.00		
<b>TOTAL INSURANCE</b>	<b>£3,095.00</b>	<b>£195.00</b>	<b>£928.00</b>	<b>£1,972.00</b>
<b>PROFESSIONAL FEES</b>				
Accountants - Preparing Annual Service Charge Accounts	£350.40	£350.40		
Company Registrar - Annual Return & Filing fees	£70.00	£70.00		
Venue Hire - Meetings	£0.00	£0.00		
Managing Agents - David Charles Property Consultants Limited	£3,960.00	£3,960.00		
Out of Hours Emergency Call Handling	£50.40	£50.40		
<b>TOTAL PROFESSIONAL FEES</b>	<b>£4,430.80</b>	<b>£4,430.80</b>		
<b>PEST CONTROL</b>				
Rat Baiting	£0.00	£0.00		
<b>TOTAL PEST CONTROL</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>UTILITIES</b>				
Electricity Consumption - Common Parts incl External Lights	£520.00	£520.00		
Water Consumption / Wastewater - Garden Tap	£120.00	£120.00		
<b>TOTAL UTILITIES</b>	<b>£640.00</b>	<b>£640.00</b>		
<b>TOTAL EXPENDITURE EXCLUDING RESERVE FUND</b>	<b>£15,781.80</b>	<b>£10,470.80</b>	<b>£2,133.50</b>	<b>£3,177.50</b>
<b>RESERVE FUND</b>				
General Reserve	£1,250.00	£1,250.00		
<b>TOTAL RESERVE FUND</b>	<b>£1,250.00</b>	<b>£1,250.00</b>		
<b>TOTAL SERVICE CHARGE</b>	<b>£17,031.80</b>	<b>£11,720.80</b>	<b>£2,133.50</b>	<b>£3,177.50</b>
<b>TOTAL MARSH COURT</b>	<b>£1,263.90</b>	<b>£631.95</b>		
<b>TOTAL KENBROOK HOUSE</b>	<b>£1,190.26</b>	<b>£595.13</b>		