

SERVICE CHARGE BUDGET 2018

DRAYCOTT HOUSE



david charles
property consultants

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CATEGORY	Budget 2017
INSURANCE	
Buildings Insurance	£2,100.00
Director & Officers Insurance	£220.00
Engineering Insurance	£550.00
TOTAL INSURANCE	£2,870.00
GARDEN MAINTENANCE	
Garden Contract	£4,380.00
Lawn treatment	£300.00
Tree works	£800.00
TOTAL GARDEN MAINTENANCE	£5,480.00
CLEANING	
Common Parts	£3,000.00
TOTAL CLEANING	£3,000.00
GENERAL MAINTENANCE	
Electric Gate Maintenance Contract	£500.00
Electric Gate general	£900.00
Entry Phone Maintenance	£400.00
Lift Maintenance Contract	£2,970.00
Lift General	£400.00
Pumps	£950.00
Lift Telephone Line Rental	£1,200.00
Out of Hours Charge	£36.00
General Maintenance Contingency	£3,000.00
TOTAL GENERAL MAINTENANCE	£10,356.00
WINDOW CLEANING	
All windows	£2,000.00
TOTAL WINDOW CLEANING	£2,000.00
HEALTH & SAFETY	
General Risk Assessment	£400.00
Water Testing	£1,164.00
Emergency light monthly testing	£600.00
Fire Risk Assessment	£200.00
Fire Alarm and smoke vent maintenance	£400.00
TOTAL HEALTH & SAFETY	£2,764.00
ELECTRICAL SUNDRIES	
Electrical services & Light bulbs	£300.00
TOTAL ELECTRICAL SUNDRIES	£300.00
ELECTRICITY CONSUMPTION	
Common Parts	£3,000.00
TOTAL ELECTRICITY CONSUMPTION	£3,000.00
WATER CONSUMPTION	
Common Parts	£1,800.00
TOTAL WATER CONSUMPTION	£1,800.00
ACCOUNTS	
Year End Service Charge Accounts	£360.00
TOTAL ACCOUNTS	£360.00
STATUTORY EXPENDITURE	
Companies' House fee	£70.00
TOTAL STATUTORY EXPENDITURE	£70.00
MANAGEMENT FEE	
David Charles Property Consultants Limited	£3,600.00
TOTAL MANAGEMENT FEE	£3,600.00
TOTAL EXPENDITURE EXCLUDING SINKING FUND	£35,600.00
SINKING FUND	
Annual contribution	£5,000.00
TOTAL SINKING FUND	£5,000.00
TOTAL SERVICE CHARGE	£40,600.00
TOTAL SERVICE CHARGE PER FLAT	£4,000.00
SUM PAYABLE QUARTERLY	£1,000.00