

**Service Charge  
Budget 2018-2019  
Castlereagh House**

<b>CATEGORY</b>	<b>Final Budget 2017-2018</b>	<b>Proposed Budget 2018-2019</b>
Accounts	575	520
<b>TOTAL ACCOUNTS</b>	<b>575</b>	<b>520</b>
<b>CLEANING</b>		
Cleaning Basement Parking	-	250
Wheelie Bin Cleaning	400	400
Addiitonal Cleaning due to building works		1,000
Common Parts	3,000	3,000
Carpet Cleaning	200	200
<b>TOTAL CLEANING</b>	<b>3,600</b>	<b>4,850</b>
<b>ELECTRICITY CONSUMPTION</b>		
	-	-
Common Parts & Parking Area	5,600	4,600
<b>TOTAL ELECTRICITY CONSUMPTION</b>	<b>5,600</b>	<b>4,600</b>
<b>FIRE SAFETY</b>		
General Risk Assessment	-	-
Fire Risk Assesments & General Combined	500	500
Upgrading Fire protection system (Signage)	-	-
Fire Alarm Maint Call Out Charge	-	-
Smoke Alarm Maintenance	250	250
<b>TOTAL FIRE SAFETY</b>	<b>750</b>	<b>750</b>
<b>GARDEN MAINTENANCE</b>		
Garden Contract	4,600	4,100
Garden Expenditure	250	250
Tree Pruning	-	-
<b>TOTAL GARDEN MAINTENANCE</b>	<b>4,850</b>	<b>4,350</b>
<b>GENERAL MAINTENANCE</b>		
Electric Gate Service Contract	500	1,000
Electric Gate Repairs	300	1,000
Entry phone maintenance	250	250
General Maintenance	2,500	3,000
Upgrading Staircase Lighting	-	-
Repairs & Maintenance Basement Parking	-	-
Roof Repair Works	1,500	1,500
Light bulbs & Tubes	250	247
<b>TOTAL GENERAL MAINTENANCE</b>	<b>5,300</b>	<b>6,997</b>
<b>INSURANCE</b>		
Buildings Insurance inc Terrorism	11,000	11,000
Directors & Officers	200	200
Buildings Insurance Basement Parking		
Engineering Insurance	700	700
Insurance Claims (Income Contra)		
<b>TOTAL INSURANCE</b>	<b>11,900</b>	<b>11,900</b>
<b>LIFT</b>		
Lift Contract £366 qtr)	1,650	1,500
Lift Maintenance	1,000	1,000

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<b>TOTAL LIFT MAINTENANCE</b>	<b>2,650</b>	<b>2,500</b>
<b>MANAGEMENT FEE</b>		
David Charles Property Consultants	7,100	7,100
Out of Hours Cover Fees	-	92
<b>TOTAL MANAGEMENT FEE</b>	<b>7,100</b>	<b>7,192</b>
<b>PROFESSIONAL FEES</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL PROFESSIONAL FEE</b>	<b>2,000</b>	<b>2,000</b>
<b>SPECIAL WORKS</b>		
	-	-
	-	-
<b>TOTAL SPECIAL WORKS</b>	<b>-</b>	<b>-</b>
<b>STATUTORY EXPENDITURE</b>		
Companies' House fee (Company Secretarial)	70	70
<b>TOTAL STATUTORY EXPENDITURE</b>	<b>70</b>	<b>70</b>
<b>SUNDRY EXPENSES</b>		
Gratuities	-	-
Directors Miscellaneous	75	150
<b>TOTAL STATUTORY EXPENDITURE</b>	<b>75</b>	<b>150</b>
<b>TELEPHONE</b>		
Lift Line rental	700	750
<b>TOTAL TELEPHONE</b>	<b>700</b>	<b>750</b>
<b>WATER RATES</b>		
Water Rates for Common Parts	200	100
<b>TOTAL WATER RATES</b>	<b>200</b>	<b>100</b>
<b>WINDOW CLEANING</b>		
Window Cleaning (£567 qtr)	2,500	2,500
<b>TOTAL WINDOW CLEANING</b>	<b>2,500</b>	<b>2,500</b>
<b>TOTAL EXPENDITURE EXCLUDING SINKING FUND</b>	<b>47,870</b>	<b>49,229</b>
<b>SINKING FUND</b>	<b>6,500</b>	<b>6,500</b>
<b>TOTAL SINKING FUND</b>	<b>6,500</b>	<b>6,500</b>
<b>TOTAL SERVICE CHARGE</b>	<b>54,370</b>	<b>55,729</b>

54370 \*2.5% = £1359.25 = £55729.25