

PROPOSED BUDGET

Property Name: Eastern Escape House
 S/C From Date:
 S/C To Date:
 Budget Total:



Draft Service Charge Budget (Initial 12 Month Period)

Schedule Ref	Schedule Name	Expense Code	Expense Description	Additional Notes	Budget Amount Year 1	Comments
1	All Units	10	Accounts	Preparation of annual financial statement	£288.00	Allowance for external accounts fees for preparation of end of year Accounts
1	All Units	20	Audio/visual entry system	Yearly service and maintenance	£150.00	Allowance for yearly inspection and maintenance
1	All Units	110	Communal Cleaning	Fortnightly	£1,300.00	Allowance for cleaning twice a month of the communal areas
1	All Units	130	Electricity - Common Parts	For Landlord Supply	£800.00	Allowance for electricity costs to communal areas
1	All Units	170	Fire Safety Systems	Bi yearly inspections	£700.00	Allowance for 2 visits a year to discharge the electric lights in the communal areas
1	All Units	210	General Repairs & Maintenance	For minor repairs	£500.00	Allowance for minor repairs to the property
1	All Units	220	Health & Safety/Fire	H&S report	£545.00	Allowance for inspection and report for H&S and Fire Risk Assessments
1	All Units	230	Management Fees	£250 per unit per annum plus	£1,800.00	Allowance for HLM Fees for management of the development
1	All Units	270	Insurance	Directors and Officers	£250.00	Allowance for premium and IPT
1	All Units	280	Buildings Insurance	Yearly Premium	£2,500.00	Allowance for premium and IPT
1	All Units	360	Out of Hours	£14.83 per unit per annum	£88.98	Allowance for external company Adiouvo to assist with urgent repairs out of office hours
1	All Units	410	Refuge Bin Hire	Hire of communal refuge bins	£300.00	Allowance to the Local Authority for hire of communal bins in the bins store
1	All Units	430	Reserve Fund	Towards future long term maintenance	£300.00	Allowance towards future major works such as internal redecoration
1	All Units	530	Window Cleaning	Quarterly Visits	£400.00	Allowance towards quarterly visits to clean all windows
1	All Units	1190	CoSec	Company Secretary	£90.00	
Total Schedule 1					£10,011.98	