

SERVICE CHARGE BUDGET - BREAKDOWN BY SCHEDULE

Estate Tadpole Garden Village
 Period 01/04/18 - 31/03/19
 Version: Approved

Expenditure Heading	Service Charge - Estate	Service Charge - Phase 1c Block 1	Service Charge - Phase 1c Block 3	Service Charge - Phase 1c Block 4	Service Charge - Phase 4.2 Block 2	Service Charge - Phase 4.2 Block 3	New year budget total
Other Charges							
Rent Charge	£1,036						£1,036
Administration							
07-Managing Agents Fees	£180,475	£3,120	£1,200	£840	£720	£720	£187,075
07b Managing Agents Fixed Fee	£7,250						£7,250
09-Public Liability Insurance	£3,177						£3,177
11-D&O Insurance	£517						£517
13-Audit Fees	£1,243	£383	£141	£133	£133	£133	£2,166
14-Companies Hse & Data Protec	£40						£40
17-Misc Other Expenses	£1,000						£1,000
10-Buildings Insurance		£2,309	£711	£711	£711	£711	£5,153
Surveys							
18-Estate Survey	£0						£0
20-Playground Survey	£1,020						£1,020
24-Tree Survey	£1,020						£1,020
19-Building Survey		£250	£150	£100	£100	£100	£700
21-Fire Risk Assessment		£749	£288	£202	£173	£173	£1,585
Routine Maintenance							
25-Landscaping Contract	£227,100						£227,100
28-Add Wks Ditch Clearance	£5,100						£5,100
38-Dog, Litter & Grit Bins	£1,530						£1,530
39f-CCTV Maintenance	£1,020						£1,020
39k-Gutter Clearance		£540	£540	£330	£330	£330	£2,070
33-Cleaning		£2,838	£2,838	£1,707	£1,707	£1,707	£10,797
34-Window Cleaning		£1,236	£428	£248	£248	£248	£2,408
39h-Fire System Testing		£324	£324	£324	£324	£324	£1,620
39j-General Maintenance		£4,000	£2,000	£1,000	£1,000	£1,000	£9,000
Routine Repairs Infrastructure							
52a-Bin & Cycle Store Repairs	£78						£78
53-Play Area Repairs	£0						£0
54-Tree Work	£0						£0
56-Road Signs and Other Signs	£1,484						£1,484
57-General Repairs	£0						£0
Utilities							
61-Street Light Electricity	£1,000						£1,000
62-Com Areas Utilities		£600	£400	£200	£200	£200	£1,600
Recharge							
64-Third Party Recharge	-£42,375						-£42,375
Operating Expenditure	£391,715	£16,349	£9,020	£5,795	£5,646	£5,646	£434,171
Reserve Fund							
Major Works Provision	£29,500	£5,200	£2,000	£1,400	£1,200	£1,200	£40,500
Total	£421,215	£21,549	£11,020	£7,195	£6,846	£6,846	£474,671
Number of Properties	1695	26	10	7	6	6	
Last Year Average Per Property	£246.85	£444.42	£765.40	£541.71	£722.67	£722.67	
New Year Average Per Property	£248.50	£828.81	£1,102.00	£1,027.86	£1,141.00	£1,141.00	

SERVICE CHARGE BUDGET - EXPLANATORY NOTE

Estate Tadpole Garden Village

Expenditure Heading	What is this for?	Last year budget total	New year budget total	New year variance total	%	Why has it changed?
Other Charges						
Rent Charge	£1 fixed rentcharge used to secure payment of the service charge	£476	£1,036	£560		
Administration						
07-Managing Agents Fees	Includes 24 hr telephone helpline.	£170,700	£187,075	£16,375		
07b-Managing Agents Fixed Fee	Fixed fee paid to Managing Agents.	£7,250	£7,250			Not charged in previous year. Based on a fixed fee of £100 plus VAT per unit.
09-Public Liability Insurance	Public Liability Insurance for the external common parts.	£3,070	£3,177	£107		
11-D&O Insurance	Insurance for the Directors of the Management Company.	£500	£517	£17		
13-Audit Fees	Preparation of Service Charge and company statutory accounts.	£2,090	£2,166	£76		Inflationary increase.
14-Companies Hse & Data Protec	Includes Data Protection registration.	£40	£40			
17-Misc Other Expenses	Other expenses such as meeting room hire.	£1,000	£1,000			
10-Buildings Insurance	Comprehensive buildings cover, including communal areas.	£5,651	£5,153	£-498		Budget based on actual premium for the year. Budget based on estimated premium for the year.
Surveys						
18-Estate Survey	Annual check on condition of external common parts and report.	£2,500	£0	£-2,500		
20-Playaround Survey	Annual condition survey of playarounds in accordance with legislation.	£1,000	£1,020	£20		
24-Tree Survey	Annual inspection of the trees in the communal amenity areas.	£1,000	£1,020	£20		
19-Building Survey	Annual check on condition of apartment buildings and report.	£850	£700	£-150		
21-Fire Risk Assessment	Fire Risk Assessment of internal common parts.	£250	£1,585	£1,335		Fire Risk Assessment required by law. Based on quote.
Routine Maintenance						
25-Landscaping Contract	Regular maintenance of the communal soft landscaping.	£227,657	£227,100	£-557		
28-Add Wks Ditch Clearance	Planned additional works which are required to the ditches and watercourses.	£5,000	£5,100	£100		
38-Dog, Litter & Grit Bins	Emptying of dog waste bins and litter bins, and disposal.	£1,500	£1,530	£30		
39f-CCTV Maintenance	Planned regular maintenance of the CCTV system.	£1,000	£1,020	£20		
39k-Gutter Clearance	Clearing out of rainwater goods on apartment buildings.	£0	£2,070	£2,070		Based on quote for annual gutter clearance.
33-Cleaning	Cleaning of internal communal areas in the apartment buildings.	£5,616	£10,797	£5,181		Based on quote for fortnightly cleaning. Includes monthly testing of fire equipment.
34-Window Cleaning	Cleaning windows of the apartment buildings as per the lease.	£2,760	£2,408	£-352		Based on quote for quarterly window cleaning.
39h-Fire System Testing	Servicing and maintenance of fire system, alarms, dry risers, detectors etc.	£5,616	£1,620	£-3,996		Based on contract for Fire Equipment servicing. Occurs on a 6 monthly basis.
39j-General Maintenance	Planned miscellaneous repair works.	£1,425	£9,000	£7,575		Based on current year expenditure. To be reviewed annually. Based on anticipated expenditure. To be reviewed annually.
Routine Repairs Infrastructure						
52a-Bin & Cycle Store Repairs	Reactive repairs required to bicycle and bin stores.	£0	£78	£78		
53-Play Area Repairs	Repairs required to the play areas and equipment.	£5,600	£0	£-5,600		
54-Tree Work	Reactive works required to trees within the communal amenity areas.	£1,000	£0	£-1,000		
56-Road Signs and Other Signs	Repairs required to estate signage.	£0	£1,484	£1,484		
57-General Repairs	Any miscellaneous repair works which may be required.	£1,000	£0	£-1,000		
Utilities						
61-Street Light Electricity	Supply of electricity to the non-adopted street lights.	£1,000	£1,000			
62-Com Areas Utilities	Electricity supply to communal areas (e.g. lighting, power).	£1,350	£1,600	£250		Estimated electricity usage for the year.
Recharge						
64-Third Party Recharge	A contribution towards the estate maintenance by a third party.	£-42,375	£-42,375			
Operating Expenditure		£414,526	£434,171	£19,645	5%	
Reserve Fund						
Major Works Provision	Contribution to the reserve fund for major works.	£35,565	£40,500	£4,935	14%	Based on a requirement to build the Reserve Fund for future Major Works. Based on a fixed fee of £200 per unit.
Total		£450,091	£474,671	£24,580	5%	