

SERVICE CHARGE BUDGET - BREAKDOWN BY SCHEDULE

Estate Tadpole Garden Village
Period 01/04/19 - 31/03/20
Version: APPROVED

Expenditure Heading	Estate	Artisan House	Ph 1c Blk 1	Ph 1c Blk 3	Ph 1c Blk 4	Ph 4.2 Blk 2	Ph 4.2 Blk 3	Ph 4.8a Blk 1	Ph 4.8a Blk 2	Ph 4.8a Blk 4	Ph 4.8a Blk 5	Rent	New year budget total
Surveys													
103 Playground Survey	£800												£800
104 Fire Risk Assessment	£0							£200	£200	£200	£200		£800
108 Tree Survey	£1,750												£1,750
102 Building Survey			£258	£155	£103	£103	£103	£103	£103	£103	£103		£1,134
Planned Maintenance - Estate													
301 Landscaping Contract	£227,100												£227,100
304 Add. Works Ditch Clearance	£5,100												£5,100
307 Gully Cleaning & Emptying	£1,000												£1,000
310 Community Engagement	£4,000												£4,000
313 Bin Emptying	£0												£0
Repairs - Buildings													
401 Not Used	£42,375												£42,375
Repairs - Infrastructure													
501 Street Lights Repairs	£1,000												£1,000
505 Estate Cycle Store Repairs	£0												£0
508 Tree Work	£5,500												£5,500
509 General Repairs	£7,000												£7,000
510 Signage	£1,500												£1,500
Utilities													
601 Street Light Electricity	£1,000												£1,000
604 Com Areas Utilities			£600	£400	£200	£200	£200	£200	£200	£200	£200		£2,400
Recharge													
702 Third Party Recharge	£84,750												£84,750
Administration													
802 Managing Agents Fixed Fee	£0												£0
803 Managing Agents Fees	£180,475		£3,276	£1,260	£882	£756	£756	£504	£630	£504	£630		£189,673
807 Public Liability Insurance	£651												£651
810 D&O Insurance	£517												£517
813 Audit Fees	£700	£110	£300	£110	£110	£110	£110	£110	£110	£0	£0		£1,770
814 Companies Hse & Data Protec	£75												£75
819 Other Expenses	£2,000												£2,000
809 Buildings Insurance			£2,991	£1,904	£1,106	£1,261	£1,191	£1,000	£1,000	£1,000	£1,000		£12,453
Planned Maintenance - Block													
202 Internal Cleaning			£2,262	£1,810	£1,131	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000		£11,203
203 Window Cleaning			£1,661	£648	£360	£300	£300	£300	£300	£300	£300		£4,469
208 Fire System Testing			£324	£324	£324	£324	£324	£324	£324	£324	£324		£2,916
210 General Maintenance			£4,000	£2,000	£1,000	£1,000	£1,000	£600	£750	£600	£750		£11,700
211 Gutter Clearance			£540	£540	£330	£330	£330	£200	£200	£200	£200		£2,870
Other Charges													
1101 Rent Charge												£1,116	£1,116
Operating Expenditure	£397,793	£110	£16,212	£9,151	£5,546	£5,384	£5,314	£4,541	£4,817	£4,431	£4,707	£1,116	£459,122
Reserve Fund													
Major Works Provision	£23,000	£0	£6,000	£3,000	£2,000	£1,800	£1,800	£800	£1,000	£800	£1,000	£0	£41,200
Total	£420,793	£110	£22,212	£12,151	£7,546	£7,184	£7,114	£5,341	£5,817	£5,231	£5,707	£1,116	£500,322
Number of Properties	1695	11	26	10	7	6	6	4	5	4	5	1116	
Average Per Property	£248.26	£10.00	£854.31	£1,215.10	£1,078.00	£1,197.33	£1,185.67	£1,335.25	£1,163.40	£1,307.75	£1,141.40	£1.00	

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?
Surveys						
103 Playground Survey	Annual condition survey of playgrounds in accordance with legislation.	£1,020	£800	£-220		Based on expenditure in the current year. Next Risk Assessment not required until 2020.
104 Fire Risk Assessment	Fire Risk Assessment of internal common parts.	£2,277	£800	£-1,477		
108 Tree Survey	Annual inspection of the trees in the communal amenity areas.	£1,020	£1,750	£730		Based on RPI.
102 Building Survey	Annual check on condition of apartment buildings and report.	£1,100	£1,134	£34		
Planned Maintenance - Estate						
301 Landscaping Contract	Regular maintenance of the communal soft landscaping.	£227,100	£227,100			Now forms part of the Landscaping Contract costs.
304 Add. Works Ditch Clearance	Planned additional works which are required to the ditches and watercourses.	£5,100	£5,100			
307 Gully Cleaning & Emptying	Planned cleaning and emptying of non-adopted road gullies.	£0	£1,000	£1,000		
310 Community Engagement	Cost of providing a community mobiliser in order to engage with the community.	£0	£4,000	£4,000		
313 Bin Emptying	Emptying of dog waste bins and litter bins, and disposal.	£1,530	£0	£-1,530		
Repairs - Buildings						
401 Not Used	...	£0	£42,375	£42,375		
Repairs - Infrastructure						
501 Street Lights Repairs	Reactive repairs required to the non-adopted street lights.	£0	£1,000	£1,000		
505 Estate Cycle Store Repairs	Reactive repairs required to bicycle and bin stores.	£78	£0	£-78		
508 Tree Work	Reactive works required to trees within the communal amenity areas.	£0	£5,500	£5,500		
509 General Repairs	Any miscellaneous repair works which may be required.	£0	£7,000	£7,000		
510 Signage	Repairs required to estate signage.	£1,484	£1,500	£16		
Utilities						
601 Street Light Electricity	Supply of electricity to the non-adopted street lights.	£1,000	£1,000			
604 Com Areas Utilities	Electricity supply to communal areas (e.g. lighting, power).	£2,400	£2,400			
Recharge						
702 Third Party Recharge	A contribution towards the estate maintenance by a third party.	£-42,375	£-84,750	£-42,375		Previously included in different heading.
Administration						
802 Managing Agents Fixed Fee	Fixed fee paid to Managing Agents.	£7,250	£0	£-7,250		No longer required. Based on RPI.
803 Managing Agents Fees	Includes 24 hr telephone helpline.	£189,955	£189,673	£-282		
807 Public Liability Insurance	Public Liability Insurance for the external common parts.	£3,177	£651	£-2,526		Based on renewal quote from broker.
810 D&O Insurance	Insurance for the Directors of the Management Company.	£517	£517			Based on quotation received from new auditor.
813 Audit Fees	Preparation of Service Charge and company statutory accounts.	£2,698	£1,770	£-928		
814 Companies Hse & Data Protec	Includes Data Protection registration.	£40	£75	£35		Based on current year expenditure. Based on renewal quote from broker.
819 Other Expenses	Other expenses such as meeting room hire.	£1,000	£2,000	£1,000		
809 Buildings Insurance	Comprehensive buildings cover, including communal areas.	£7,997	£12,453	£4,456		
Planned Maintenance - Block						
202 Internal Cleaning	Cleaning of internal communal areas in the apartment buildings.	£17,625	£11,203	£-6,422		Based on current year expenditure.
203 Window Cleaning	Cleaning windows of the apartment buildings as per the lease.	£3,400	£4,469	£1,069		Based on current year expenditure.
208 Fire System Testing	Servicing and maintenance of fire system, alarms, dry risers, detectors etc.	£2,916	£2,916			Based on current year expenditure. Based on current year expenditure.
210 General Maintenance	Planned miscellaneous repair works.	£13,000	£11,700	£-1,300		
211 Gutter Clearance	Clearing out of rainwater goods on apartment buildings.	£3,390	£2,870	£-520		
Other Charges						
1101 Rent Charge	£1 fixed rentcharge used to secure payment of the service charge	£1,036	£1,116	£80		
Operating Expenditure		£455,735	£459,122	£3,387	1%	
Reserve Fund						
Major Works Provision	Contribution to the reserve fund for major works.	£45,300	£41,200	£-4,100	-9%	Estate provision reduced taking into consideration Crest Major Works Provision contribution.
Total		£501,035	£500,322	£-713	0%	