

SERVICE CHARGE BUDGET

Estate **Admiralty Quarter**
 Period 01/09/2021 - 31/08/2022
 Version Approved



VAT included where relevant
 RPI / EARNED at time of budget:
 4.5%

Expenditure Heading	New Year Budget		Variance		What is this for?	Why has it changed?
	Last Year Budget	£	£	%		
Utilities						
101 - Electricity	71,726	69,076	-2,650		Electricity supply to communal areas (eg. lighting, power).	Based on current year expenditure.
102 - Water	255,000	255,000	0		Water supply to communal areas & private premises.	
103 - Telephone	6,690	5,740	-950		Telephone supply to lifts, door entry systems or site staff.	Based on current year expenditure.
Maintenance						
201 - Cleaning	52,437	52,428	-9		Cleaning of communal areas.	
202 - Window Cleaning	12,424	12,500	76		Cleaning all windows as per the lease.	
204 - Garden Maintenance	8,400	8,760	360		Maintenance of external communal grounds and gardens.	Based on contract renewal quote.
205 - Gardening Supplies	3,500	3,500	0		Provision for lawn maintenance or other garden supplies.	
207 - Tree Maintenance	2,000	2,000	0		Maintenance of trees including pruning and pollarding.	
208 - Pest Control	2,600	2,600	0		Pest control services provided to common parts.	
209 - General Maintenance	54,083	68,200	14,117		Includes general repairs & maintenance not itemised separately.	Based on the estate's needs.
2090 - Petty Cash	600	600	0			
210 - Gate Maintenance	350	350	0		Servicing and maintenance of the gates.	
2100 - Gate Maint - Repairs	3,400	3,000	-400		Reactive repairs to gates.	
211 - Lift Maintenance	26,544	26,625	81		Planned maintenance and repair works to lifts.	
2114 - Lift Maint - Repairs	6,700	6,700	0		Reactive repairs to lifts.	
212 - Pump Servicing	2,591	1,807	-784		Servicing and maintenance of the water pump.	
2122 - Pump Maint - Repairs	2,410	1,410	-1,000		Reactive repairs to pumps.	Based on contract costs.
216 - Waste Management	2,061	1,850	-211		Refuse collection and waste management services.	
2160 - Bin Cleaning	3,000	3,000	0		Deep cleaning of bins	
218 - Emergency Lighting Test	1,493	1,493	0		Periodic testing of the emergency lighting.	
219 - Electrical Repairs	1,900	1,900	0			
220 - Fire Equipment	4,148	3,643	-505		Servicing and maintenance of fire system, alarms, dry risers, detectors.	
2202 - Fire Equipment Repairs	3,080	3,080	0		Reactive repairs to fire system equipment.	
221 - Air Conditioning	680	300	-380		Servicing and maintenance of the air conditioning system.	Based on a new contract price.
2210 - Air Cond - Repairs	1,000	1,000	0		Reactive repairs to air-conditioning equipment.	
222 - CCTV System	840	420	-420		Servicing and maintenance of the estate's security systems.	Based on a new contract price.
2220 - CCTV System - Repairs	1,000	1,000	0		Reactive repairs to CCTV system.	
223 - Door Entry System	2,119	1,728	-391		Servicing and maintenance of the door entry system.	
225 - Material Costs	2,420	2,420	0		Provision for sourcing all materials.	
227 - Satellite TV & Aerials	1,180	1,180	0		Servicing and maintenance of the communal TV aerial system.	
233 - Mansafe System	4,160	3,223	-937		Servicing and testing of the mansafe roof harness system.	
239 - Lightning Protection	575	575	0		Maintenance of the lightning protection system.	
240 - Water Test/Sterilisation	1,284	3,300	2,016		Testing of water in communal water tanks.	Based on contract costs.
245 - Water Feature Main'ce	9,261	7,670	-1,591		Maintenance of water features in communal areas.	Based on contract renewal price.
2450 - Water Feature - Repairs	1,000	1,000	0		Reactive repairs to water feature.	
271 - Carpet Cleaning	2,900	2,900	0			
274 - PAT Testing	180	180	0			
Insurance						
301 - Building Ins. Premiums	100,100	325,000	224,900		Comprehensive cover for the building, communal items and public liability.	Based on renewal costs.
303 - Engineering Insurance	7,940	7,939	-1		Insurance for the lifts and water pumps. Includes statutory inspections.	
305 - D&O Insurance	1,380	1,800	420		Insurance for the Management Company Directors & Officers.	Based on current year expenditure.
307 - Public Liability Ins'ce	4,945	4,952	7		Public Liability insurance	
Professional						
401 - Accounting Fees	4,223	4,340	117		Preparation & independent certification of the company's Year End Accounts.	Accountants fee updated to reflect actual time and costs involved.
402 - Disbursements	3,250	3,250	0		Costs of meeting room hire or printing & postage of non-standard items.	
403 - Bank Charges	150	153	3		Provision for costs associated with operating the estate's bank accounts.	
406 - Company Secretary	386	394	8		Fulfilling the duties & responsibilities under the Companies Act 2006.	
410 - Health & Safety	8,036	8,040	4		A Health & Safety and Fire Risk Assessment is required by law.	
411 - Legal Fees - SC	3,000	3,000	0		Allowance for professional legal advice on matters relating to the estate.	
412 - Professional Fees	15,306	15,306	0		Allowance for professional advice on matters relating to the estate.	
415 - Management Fee (inc VAT)	105,080	107,708	2,628		Management of estate: Service Charge budgeting, collection, arrears & financial reporting. Contractor selection, management & payment. Action plan, site inspections, insurance claims, communication & meetings. A flat fee per lessee.	Annual increase agreed with client.
433 - Communication	1,000	1,000	0			
Staff & Office						
460 - Staff - Wages/Nil/Pension	176,100	177,936	1,836			Based on contract costs.
466 - Staff - Training	750	750	0			
467 - Staff - Uniforms	450	450	0			
485 - Office - IT Hardware/Lic	300	300	0			
489 - Office - Equipment	300	300	0			
491 - Office - Sundry Expenses	500	500	0			
Operating Expenditure	£988,932	£1,225,276	£236,344	23.9%		
Reserve Fund						
501 - Major Works Provision	148,334	292,654	144,320		Contribution to the reserve fund for major works.	Increase due to need of rebuilding reserves for Cross Street and Admiralty Tower.
Total	£1,137,266	£1,517,930	£380,664	33.5%		

SERVICE CHARGE BUDGET | By Schedule

Estate **Admiralty Quarter**
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Expenditure Heading	New Year Budget £	BLOCK		BLOCK		KEPPEL - C1	CENTURIO N - C2	RAMILLIES C3	HAMBURG C4	MERMAID - C5	UNICORN - C6	TOWER	CAR PARK	WATER
		ESTATE	EXTERNALS - Q1- B3	INTERNALS - Q1-B3	INTERNALS - Q1-B3									
Utilities														
101 - Electricity	69,076	676	500	15,000	1,800	3,400	4,000	2,700	2,500	3,500	12,000	23,000		
102 - Water	255,000	5,000												250,000
103 - Telephone	5,740	1,000		700	550	540	500	500	500	750		700		
Maintenance														
201 - Cleaning	52,428			30,540	1,980	2,724	2,724	2,724	2,724	2,724		6,288		
202 - Window Cleaning	12,500			1,030	420	470	470	470	470	470		8,700		
204 - Garden Maintenance	8,760	8,760												
205 - Gardening Supplies	3,500	3,500												
207 - Tree Maintenance	2,000	2,000												
208 - Pest Control	2,600	2,600												
209 - General Maintenance	68,200	25,000	2,000	10,000	2,000	2,500	2,000	2,500	3,900	2,000		8,300	8,000	
2090 - Petty Cash	600	600												
210 - Gate Maintenance	350												350	
2100 - Gate Maint - Repairs	3,000	1,000											2,000	
211 - Lift Maintenance	26,625			11,025	1,950	1,950	1,950	1,950	1,950	1,950		3,900		
2114 - Lift Maint - Repairs	6,700			2,300	400	500	300	500	300	400		2,000		
212 - Pump Servicing	1,807		872		75	120	120	120	120	120				260
2122 - Pump Maint - Repairs	1,410	0	600		110	100	100	100	100	100				200
216 - Waste Management	1,850			500	200	200	200	200	200	200				150
2160 - Bin Cleaning	3,000		1,350		250	250	250	250	250	250				150
218 - Emergency Lighting Test	1,493			404	19	74	74	74	74	74			240	460
219 - Electrical Repairs	1,900		600	400	100	100	100	100	100	100			300	
220 - Fire Equipment	3,643			1,547	202	202	202	202	202	202		410	474	
2202 - Fire Equipment Repairs	3,080			540	130	160	230	230	230	160		400	1,000	
221 - Air Conditioning	300	300												
2210 - Air Cond - Repairs	1,000	1,000												
222 - CCTV System	420	420												
2220 - CCTV System - Repairs	1,000	1,000												
223 - Door Entry System	1,728			960	80	80	80	80	80	80		288		
225 - Material Costs	2,420		530	320	80	100	140	140	140	100		250	620	
227 - Satellite TV & Aerials	1,180			400	80	100	120	120	120	120				
233 - Mansafe System	3,223		1,426		146	146	146	146	146	146		921		
239 - Lightning Protection	575		144		43	43	43	43	43	43		173		
240 - Water Test/Sterilisation	3,300		1,734		125	199	202	205	202	202		431		
245 - Water Feature Maint'ce	7,670	7,670												
2450 - Water Feature - Repairs	1,000	1,000												
271 - Carpet Cleaning	2,900			1,000	200	200	200	200	200	200		700		
274 - PAT Testing	180	180												
Insurance														
301 - Building Ins. Premiums	325,000		150,000		20,000	20,000	20,000	20,000	20,000	20,000		55,000		
303 - Engineering Insurance	7,939			2,900	564	565	565	565	565	565		1,650		
305 - D&O Insurance	1,800	1,800												
307 - Public Liability Ins'ce	4,952	1,452											3,500	
Professional														
401 - Accounting Fees	4,340	795	463	384	128	343	409	409	409	409		463	128	
402 - Disbursements	3,250	3,250												
403 - Bank Charges	153	153												
406 - Company Secretary	394	394												
410 - Health & Safety	8,040	770		4,190	250	340	390	360	390	370		610	370	
411 - Legal Fees - SC	3,000	3,000												
412 - Professional Fees	15,306	10,066	670	1,000	250	270	270	270	270	270		1,300	670	
415 - Management Fee (inc VAT)	107,708	28,317	39,598		3,197	4,876	5,285	5,285	5,285	5,285		10,580		
433 - Communication	1,000	1,000												
Staff & Office														
460 - Staff - Wages/Nil/Pension	177,936	54,105	55,554		4,535	7,494	7,706	7,706	7,706	7,706		16,583	8,841	
466 - Staff - Training	750	750												
467 - Staff - Uniforms	450	450												
485 - Office - IT Hardware/Lic	300	300												
489 - Office - Equipment	300	300												
491 - Office - Sundry Expenses	500	500												
Operating Expenditure	£1,225,276	£169,108	£256,041	£85,140	£39,864	£48,046	£48,776	£48,149	£49,176	£48,496	£133,067	£49,413	£250,000	
Reserve Fund														
501 - Major Works Provision	292,654		5,913	57,297	8,932	30,390	22,815	22,815	22,815	30,984		86,661	4,032	
Total	£1,517,930	£169,108	£261,954	£142,437	£48,796	£78,436	£71,591	£70,964	£71,991	£79,480	£219,728	£53,445	£250,000	