

**PROPERTY: SAXON COURT, LEAMINGTON SPA, WARKS**

**MAINTENANCE FUND ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2010**

<b><u>ESTIMATED COSTS</u></b>			<b><u>EXPENDITURE</u></b>	
<b><u>Group 1</u></b>	<b><u>Group 2</u></b>		<b><u>Group 1</u></b>	<b><u>Group 2</u></b>
	840.00	COMMUNAL CLEANING		1095.00
500.00		WINDOW CLEANING	867.00	
	300.00	COMMUNAL ELECTRICITY		1562.58
1500.00		LANDSCAPING MAINTENANCE	1780.00	
	275.00	FIRE EQUIPMENT MAINTENANCE		118.68
	150.00	DOOR ENTRY SYSTEM MAINTENANCE		98.39
	1600.00	LIFT MAINTENANCE		500.63
	475.00	LIFT INSURANCE		230.37
200.00	300.00	GENERAL REPAIRS CONTINGENCY	250.52	555.03
	2100.00	BUILDING INSURANCE		1777.37
200.00	1300.00	GENERAL RESERVE FUND	200.00	1300.00
293.75		COMPANY SECRETARIAL SERVICE	293.75	
	300.00	HEALTH & SAFETY RISK ASSESSMENT		0.00
250.00		ACCOUNTANCY FEE	125.00	
1620.00		ADMINISTRATION & MANAGEMENT FEE	1620.00	
243.00		VAT ON MANAGEMENT FEE	253.13	
<b><u>£4,806.75</u></b>	<b><u>7,640.00</u></b>	<b>TOTAL EXPENDITURE</b>	<b>£ 5,389.40</b>	<b><u>6,143.05</u></b>

**MAINTENANCE FUND ADJUSTMENT**  
**SEE ATTACHED SCHEDULE**

We hereby certify that the above is a true and fair view of the expenditure for the property during the maintenance year and that the adjustment has been calculated in accordance with the legal documents

Signed:  \_\_\_\_\_

Date: 23.08.2010

for and on behalf of Exclusive Property Management Ltd

**PROPERTY: SAXON COURT, LEAMINGTON SPA, WARKS**

**MAINTENANCE FUND ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2010**

**1. RESERVE FUND ACCOUNT**

	<u>Gp 1</u>	<u>Gp 2</u>
	<u>£</u>	<u>£</u>
Balance brought forward	200.00	1300.00
Collection for the year to 31st March 2010	200.00	1300.00

Balance as at 31st March 2010	<b><u>£400.00</u></b>	<b><u>£2,600.00</u></b>
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**2. BUILDING REPAIRS DURING YEAR**

	<u>£</u>
29/10/2009 Replace Bulbs	93.38
19/11/2009 Replace Bulbs	76.07
06/01/2010 Replace Bulbs	178.13
12/01/2010 Replace Faulty Car Park Light	160.86
18/01/2010 Replace Bulbs	65.00
14/01/2010 Emergency call to sky light	65.00
24/02/2010 Cut Keys	12.45
01/03/2010 Replace Car Park Light	89.66
26/03/2010 Replace Bulbs	65.00
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	<b><u>£ 805.55</u></b>

**SERVICE CHARGE ADJUSTMENT SCHEDULE**

<u>FLAT No</u>	<u>TOTAL SERVICE CHARGE</u>	<u>INVOICES ON ACCOUNT</u>	<u>ADJ/MENT DUE/ (CREDIT)</u>	<u>ACL DAYS</u>	<u>LESSEE DAYS</u>
1 FULL YEAR	896.88	571.69	325.19		
2 12/06/2009	719.96	571.69	148.27	72	293
3 16/10/2009	410.35	449.63	-39.28	198	167
4 24/04/2009	840.36	673.72	166.64	23	342
5 FULL YEAR	896.88	571.69	325.19		
6 FULL YEAR	896.88	571.69	325.19		
? - 7 FULL YEAR	896.88	571.69	0.00		
8 18/09/2009	479.16	408.35	70.81	170	195
9 FULL YEAR	896.88	571.69	325.19		
10 FULL YEAR	896.88	571.69	325.19		
11 FULL YEAR	896.88	571.69	325.19		
12 FULL YEAR	896.88	571.69	325.19		
14 VOID	0.00	0.00	0.00		
15 17/06/2009	303.75	200.27	103.48	77	288

**A C LLOYD VOID CHARGES**

<u>FLAT No</u>	<u>TOTAL SERVICE CHARGE</u>	<u>DEBITS ON ACCOUNT</u>	<u>ADJ/MENT DUE/ (CREDIT)</u>
1 FULL YEAR	0.00	0.00	0.00
2 12/06/2009	176.92	0.00	176.92
3 16/10/2009	486.53	0.00	486.53
4 24/04/2009	56.52	0.00	56.52
5 FULL YEAR	0.00	0.00	0.00
6 FULL YEAR	0.00	0.00	0.00
7 FULL YEAR	0.00	0.00	0.00
8 18/09/2009	417.72	0.00	408.78
9 FULL YEAR	0.00	0.00	0.00
10 FULL YEAR	0.00	0.00	0.00
11 FULL YEAR	0.00	0.00	0.00
12 FULL YEAR	0.00	0.00	0.00
14 VOID	384.96	200.27	184.69
15 17/06/2009	81.21	0.00	81.21
<b>TOTAL</b>			<b>£1,394.65</b>