

PROPERTY: SAXON COURT, LEAMINGTON SPA, WARKS

MAINTENANCE FUND ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2011

<u>ESTIMATED COSTS</u>			<u>EXPENDITURE</u>	
<u>Group 1</u>	<u>Group 2</u>		<u>Group 1</u>	<u>Group 2</u>
	865.00	COMMUNAL CLEANING		630.00
515.00		WINDOW CLEANING	600.00	
	451.56	COMMUNAL ELECTRICITY		1132.62
1545.00		LANDSCAPING MAINTENANCE	2379.00	
	283.25	FIRE EQUIPMENT MAINTENANCE		583.93
	154.50	DOOR ENTRY SYSTEM MAINTENANCE		0.00
	1648.00	LIFT MAINTENANCE		1954.18
	489.00	LIFT INSPECTION		230.37
209.00	309.00	GENERAL REPAIRS CONTINGENCY	660.33	1076.05
	2163.00	BUILDING INSURANCE		2014.72
206.00	1339.00	GENERAL RESERVE FUND	0.00	0.00
0.00		COMPANY SECRETARIAL SERVICE	0.00	
	309.00	HEALTH & SAFETY RISK ASSESSMENT		0.00
257.00		ACCOUNTANCY FEE	100.00	
1400.00		ADMINISTRATION & MANAGEMENT FEE	1400.00	
245.00		VAT ON MANAGEMENT FEE	253.74	
<u>£4,377.00</u>	<u>8,011.31</u>	TOTAL EXPENDITURE	£ 5,393.07	<u>7,621.87</u>

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: _____

for and on behalf of Exclusive Property Management Ltd

PROPERTY: SAXON COURT, LEAMINGTON SPA, WARKS

MAINTENANCE FUND ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2011

1. RESERVE FUND ACCOUNT

	<u>Gp 1</u>	<u>Gp 2</u>
	<u>£</u>	<u>£</u>
Balance brought forward	400.00	2600.00
Collection for the year to 31st March 2011	0.00	0.00
Tree Works	-470.00	
Service Charge Adjustment		-626.63
Balance as at 31st March 2011	<u>(£70.00)</u>	<u>£1,973.37</u>

2. BUILDING REPAIRS DURING YEAR

	<u>£</u>
09/04/2010 Lock for bike shed	16.49
06/05/2010 Replace lamps	112.02
20/04/2010 Check and repair lighting	144.05
05/07/2010 Renew drain covers	242.05
10/07/2010 Repair light in pathway	65.00
09/08/2010 Adjust hinges to gate	29.38
12/07/2010 Repair and replace lamps	495.51
06/08/2010 Replace faulty car park light	126.42
22/09/2010 Replace car park light	126.42
22/10/2010 Various works	182.13
02/12/2010 Bulbs	36.00
12/12/2010 salt, shovel and bulbs	43.95
23/12/2010 Light repairs	96.34
27/01/2011 No parking signs	10.62
04/03/2011 Bulbs	10.00

£ 1,736.38