

PROPERTY: SAXON COURT, LEAMINGTON SPA, WARKS

MAINTENANCE FUND ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

<u>ESTIMATED COSTS</u>			<u>EXPENDITURE</u>	
<u>Group 1</u>	<u>Group 2</u>		<u>Group 1</u>	<u>Group 2</u>
	780.00	COMMUNAL CLEANING		810.00
600.00		WINDOW CLEANING	750.00	
	1400.00	COMMUNAL ELECTRICITY		1470.49
1607.00		LANDSCAPING MAINTENANCE	2294.65	
	283.25	FIRE EQUIPMENT MAINTENANCE		487.35
	154.50	DOOR ENTRY SYSTEM MAINTENANCE		0.00
	2388.00	LIFT MAINTENANCE		2610.44
	489.00	LIFT INSURANCE INSPECTION		436.79
250.00	500.00	GENERAL REPAIRS CONTINGENCY	185.14	1151.79
	2187.00	BUILDING INSURANCE		2186.44
206.00	1339.00	GENERAL RESERVE FUND	206.00	1339.00
0.00		COMPANY SECRETARIAL SERVICE	0.00	
	0.00	HEALTH & SAFETY RISK ASSESSMENT		0.00
250.00		ACCOUNTANCY FEE	100.00	
1400.00		ADMINISTRATION & MANAGEMENT FEE	1400.00	
280.00		VAT ON MANAGEMENT FEE	280.00	
<u>£4,593.00</u>	<u>9,520.75</u>	TOTAL EXPENDITURE	£ 5,215.79	<u>10,492.30</u>

MAINTENANCE FUND ADJUSTMENT

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 2012

<u>1. RESERVE FUND ACCOUNT</u>	<u>Gp 1</u>	<u>Gp 2</u>
	<u>£</u>	<u>£</u>
Balance brought forward	667.56	1973.37
Collection for the year to 31st March 2012	206.00	1339.00
Expenditure from Reserves		-658.80
Balance as at 31st March 2012	<u>£873.56</u>	<u>£2,653.57</u>

2. BUILDING REPAIRS DURING YEAR

	<u>£</u>
> 18/04/2011 Skylight Service	264.38
21/06/2011 Repairs to door thresholds	151.20
19/06/2011 Paint internal walls	110.00
23/06/2011 Repairs to handle and door closer	42.00
18/08/2011 Light Bulbs	16.61
15/08/2011 Replace door closer	162.00
24/08/2011 Repairs to external lighting	185.14
06/10/2011 Light Bulbs	47.70
05/11/2011 Light Bulbs	20.11
28/11/2011 Two Iron Numbers	9.58
26/12/2011 Light Bulbs	28.74
15/02/2012 Replace faulty emergency lights	299.47

£ 1,336.93