

PROPERTY: SAXON COURT, LEAMINGTON SPA, WARKS

MAINTENANCE FUND ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2013

<u>ESTIMATED COSTS</u>			<u>EXPENDITURE</u>	
<u>Group 1</u>	<u>Group 2</u>		<u>Group 1</u>	<u>Group 2</u>
	819.00	COMMUNAL CLEANING		780.00
630.00		WINDOW CLEANING	600.00	
	1470.00	COMMUNAL ELECTRICITY		1425.53
1687.35		LANDSCAPING MAINTENANCE	1820.40	
	297.00	FIRE EQUIPMENT MAINTENANCE		447.30
	162.00	DOOR ENTRY SYSTEM MAINTENANCE		60.00
	2507.40	LIFT MAINTENANCE		2806.71
	513.00	LIFT INSURANCE INSPECTION		450.80
262.50	525.00	GENERAL REPAIRS CONTINGENCY	875.13	311.99
	2296.00	BUILDING INSURANCE		2186.44
533.00	1406.00	GENERAL RESERVE FUND	533.00	1406.00
0.00		COMPANY SECRETARIAL SERVICE	0.00	
	0.00	HEALTH & SAFETY RISK ASSESSMENT		0.00
262.00		ACCOUNTANCY FEE	262.00	
1470.00		ADMINISTRATION & MAN. FEE	1470.00	
294.00		VAT ON MANAGEMENT FEE	294.00	
<u>£5,138.85</u>	<u>9,995.40</u>	TOTAL EXPENDITURE	£ 5,854.53	<u>9,874.77</u>

MAINTENANCE FUND ADJUSTMENT Taken from reserves

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 2013

<u>1. RESERVE FUND ACCOUNT</u>	<u>Gp 1</u>	<u>Gp 2</u>
	<u>£</u>	<u>£</u>
Balance brought forward	250.77	1682.02
Collection for the year to 31st March 2013	533.00	1406.00
Expenditure from Reserves July 2012 Tree Surgery	-588.00	
Balacning Account Adjustment 2013		-595.05
Balance as at 31st March 2013	<u>£195.77</u>	<u>£2,492.97</u>

2. BUILDING REPAIRS DURING YEAR

	<u>£</u>
25/04/2012 Estate bulb supply	79.83
15/05/2012 Garden bench	199.00
22/05/2012 Estate lighting repairs	319.81
15/07/2012 Removal of drainpipe and clearance	252.00
27/02/2013 Salt and shovel	24.49
09/10/2012 Lift BT line	157.08
31/05/2012 Lift BT line	154.91

£ **1,187.12**