

Main budget

<u>Income</u>	<u>Codes</u>	<u>Budget 2017-18</u>	<u>Budget To date</u>	<u>Actual received</u>	<u>Budget to date variance</u>	<u>Projection</u>	
Management allowance	4000	£ 72,839.57					
Repair allowance	4003	£ 30,836.57					
Estate cost allowance	4005	£ 71,822.38					
Administration allowance	4012	£ 7,840.91					
Insurance allowance	4006	£ 1,993.43					
Client cost allowances	4013	£ 1,248.96					
		£186,581.81					
<u>Block repairs and maintenance</u>	<u>Codes</u>	<u>Budget 2017-18</u>	<u>Budget To date</u>	<u>Actual spend</u>	<u>Budget to date variance</u>	<u>Projection</u>	<u>Percentage rechargeable</u>
Communal electricity	6000	£23,511.00					100%
Block repairs - labour	6020	£8,500.00					100%
Asbestos removal	6023	£0.00					100%
Drain clearance	6026	£2,118.67					100%
Pest control	6027	£686.67					100%
Estate lighting materials	6034	£1,213.33					100%
Estate lighting labour	6035	£866.67					100%
Fencing repairs	6036	£0.00					100%
Vandalism	6037	£0.00					100%
Insurance claim repairs	6038	£0.00					100%
Rechargeable repairs	6039	£0.00					100%
Roof repairs	6040	£0.00					100%
Entryphone keys (KABA)	6045	£500.00					100%
Entryphone repair labour	6060	£666.67					100%
Entryphone repairs materials	6061	£2,473.33					100%
Roof fan contract (currently WBC)	6080	£0.00					100%
Roof fan repairs (currently WBC)	6082	£0.00					100%
Lightning conductor annual inspection	6090	£202.00					100%
Emergency patrol contract	6130	£2,431.66					100%
Block cleaning materials	6140	£1,986.93					100%
Block tools	6141	£0.00					100%
Caretaker clothing	6142	£100.00					100%

Block repairs - materials	6147	£2,566.89					100%
Window cleaning	6150	£559.00					100%
Garden maintenance	6160	£8,832.00					100%
Dry riser inspection contract	6170	£379.00					100%
Dry riser repairs	6171	£0.00					100%
Paladin bin rental	6175	£2,139.00					100%
Ball park repairs	6185	£0.00					100%
Bulk rubbish collection	6190	£6,600.00					100%
Cyclical trees work	6195	£0.00					100%
Cyclical drain clearance	6196	£0.00					100%
Overdue repairs & maintenance	5046	£0.00					100%
Cyclical paving	6197	£0.00					100%
Cyclical repairs & maintenance - materials	6200	£0.00					100%
Cyclical repairs& maintenance - labour	6202	£3,200.00					100%
Cyclical repairs & maintenance - consultant	6203	£0.00					100%
Total block repairs and maintenance cost		£69,532.82					
Staffing	Codes	Budget 2017-18	Budget To date	Actual spend	Budget to date variance	Projection	Percentage rechargeable
Gross staff salary - office	5001	£48,728.00					79%
Gross staff salary - caretakers	5001	£42,684.03					100%
Staff national insurance - office	5002	£4,499.90					79%
Staff national insurance - caretakers		£3,665.84					100%
Pension contribution - office	5020	£2,923.68					79%
Pension contribution - caretakers		£2,561.04					100%
Staff recruitment	5030	£1,000.00					79%
Staff cover - office		£1,040.00					79%
Staff cover - caretaker	5042	£3,500.00					100%
Weekend care taker	5043	£0.00					100%
Office contractor	5045	£27,891.24					79%
Staff training	8050	£3,500.00					79%
Staff subs and travel	7120	£0.00					79%
Consultancy	8030	£0.00					79%
Total Staffing Cost		£141,993.73					
Tenant only cost (21% as specified by WBC)		£18,812.39					
Total rechargeable amount		£123,181.34					

<u>Management and Services</u>	<u>Codes</u>	<u>Budget 2017-18</u>	<u>Budget To date</u>	<u>Actual spend</u>	<u>Budget to date variance</u>	<u>Projection</u>	<u>Percentage rechargeable</u>
Office rent	7000	£2,200.00					100%
Office water rate	7001	£216.28					100%
Office rate	7002	£443.99					100%
Insurance policies	7010	£2,345.41					100%
Telephone	7020	£3,918.37					100%
Print/post	7030	£587.03					100%
Subscription fees	7031	£750.00					100%
Stationery	7032	£1,200.00					100%
Office cleaning	7005	£0.00					100%
Office repairs/improvement	7040	£2,500.00					100%
Office electricity	7050	£888.33					100%
Office equipment	7060	£1,000.00					100%
Document distribution	7065	£250.00					100%
Photocopier expenses (toner)	7070	£372.60					100%
Photocopier contract and usage	7075	£1,400.00					100%
Office security	7080	£462.05					100%
Website	7021	£167.79					100%
Committee subsistence	7130	£100.00					100%
Committee travel/child care	7131	£100.00					100%
Sundries	7150	£300.00					100%
Community events	7160	£300.00					100%
Depreciations	8000	£2,500.00					100%
Bank Charges	8010	£300.00					100%
Annual returns	8018	£255.00					100%
Audit fees	8040	£3,600.00					100%
Legal fees	8045	£0.00					100%
Committee training	8056	£0.00					100%
Contingencies	8060	£1,000.00					100%
Corporation tax	9928	£400.00					100%
Total Management and service cost		£27,556.85					

Service charge breakdown

Total Service Cost		£239,083.40
Total Service chargeable cost (minus tenant costs for staffing)		£220,271.01
Tenants total income		£72,837.80
Tenant service charges (15%)		£33,040.65
Tenant additional cost for staffing (21% specified by WBC)		£18,812.39
Tenant only costs		£28,314.28
Tenant surplus (- deficit)		-£7,329.52
Leaseholder total income		£186,581.81
Leaseholder service charges (85%)		£187,230.36
Leaseholder surplus (- deficit)		-£648.55

KEY DEFINITIONS

Total service cost Everything we spend in one financial year on all of the estate including communal areas, staffing and office costs for both tenants and leaseholders. Tenants pay 21% of some staffing and management costs (see budget for breakdown of which spend is applicable) and the remainder is split between tenants and leaseholders 15%:85%.

Total service-chargeable cost Everything that is recharged to tenants and leaseholders, after the deductions have been made for tenants' additional contributions for those activities that relate solely to them.

Tenant total income Money the Council gives us which can only be spent on tenanted properties, the tenant increased contribution to staffing (21%) or on the (15%) tenant contribution to service chargeable costs. Any of this income which is not spent in the financial year will be moved to our income/expenditure reserves. Any overspend of this income will be funded from the income/expenditure reserve. This is ring fenced income.

Leaseholder total income An allowance the Council gives us based on what they expect we will spend on service chargeable costs. This is what the service charge estimated bills are based on. Any part of this which is not spent will be refunded to leaseholders and any overspend will be charged to leaseholders. Adjustments are made on the following year's service charge bills, once the audited accounts have been prepared to show actual spend.

Tenant budget

<u>Description</u>	<u>Codes</u>	<u>Budget 2017-18</u>	<u>Budget To date</u>	<u>Actual received</u>	<u>Budget to date variance</u>	<u>Projection</u>
Income						
Management allowance	4000	£14,437.86				
Management allowance - non residential only	4008	£5,243.47				
Repairs allowance	4003	£25,443.60				
Estate cost allowance	4005	£12,915.43				
Administration	4012	£1,409.99				
Insurance allowance	4006	£441.54				
Client cost allowance	4013	£224.59				
Void allowance		£6,568.49				
Bad debts allowance		£6,152.83				
Total income		£72,837.80				
Tenant (NOT SERVICE CHARGEABLE)	Codes	Budget 2017-18	Budget To date	Actual spend	Budget to date variance	Projection
Tenant repairs - labour	9000	£10,094.79				
Tenant repairs - materials	9001	£3,243.05				
Store shed repairs - materials	9004	£0.00				
Store shed repair - labour	9005	£565.12				
Void property	9006	£12,180.21				
Tenant asbestos removal	9007	£0.00				
Cyclical decorations	9008	£0.00				
Bad debts (to write off)	9009	£0.00				
Rent software support	9013	£1,072.35				
Tenant planned repairs - materials	9017	£0.00				
Tenant planned repairs - labour	9018	£0.00				
Tenant planned repairs - consultant	9020	£0.00				
Tenant insurance claims	9021	£0.00				
Bank charges (for rent account)	9022	£1,158.76				
Tenant external decorations	9023	£0.00				
Total Tenant Costs		£28,314.28				
Total tenant income	£72,837.80					
Tenant only expenditure	£28,314.28					
15% of main budget	£33,040.65					
Additional costs for staffing (21% specified by WBC)	£18,812.39					
Surplus (- deficit)	-£7,329.52					