

Main budget

<u>Income</u>	<u>Codes</u>	<u>Budget 2018-19</u>	
Management allowance	4000	£ 83,502.67	
Repair allowance	4003	£ 31,002.85	
Estate cost allowance	4005	£ 72,605.06	
Administration allowance	4012		
Insurance allowance	4006	£ 1,825.59	
Client cost allowances	4013		
		£188,936.17	
<u>Block repairs and maintenance</u>	<u>Codes</u>	<u>Budget 2018-19</u>	<u>Percentage rechargeable</u>
Communal electricity	6000	£20,000.00	100%
Block repairs - labour	6020	£8,000.00	100%
Drain clearance	6026	£1,500.00	100%
Pest control	6027	£1,520.00	100%
Estate lighting materials	6034	£250.00	100%
Estate lighting labour	6035	£15,000.00	100%
Vandalism	6037	£0.00	100%
Insurance claim repairs	6038	£0.00	100%
Rechargeable repairs	6039	£0.00	100%
Entryphone keys (KABA)	6045	£500.00	100%
Entryphone repair labour	6060	£2,000.00	100%
Entryphone repairs materials	6061	£1,750.00	100%
Emergency patrol contract	6130	£2,431.66	100%
Block cleaning materials	6140	£500.00	100%
Block tools	6141	£500.00	100%
Block repairs - materials	6147	£2,500.00	100%
Garden maintenance	6160	£10,800.00	100%
Paladin bin rental	6175	£2,291.52	100%
Ball park repairs	6185	£200.00	100%
Bulk rubbish collection	6190	£6,930.00	100%
Total block repairs and maintenance cost		£76,673.18	
<u>Staffing</u>	<u>Codes</u>	<u>Budget 2018-19</u>	<u>Percentage rechargeable</u>
Gross staff salary - office	5001	£51,428.57	82%
Estate cleaning	5001	£52,000.00	100%
Staff national insurance - office	5002	£7,097.14	82%
Pension contribution - office	5020	£1,542.86	82%
Staff recruitment	5030	£1,000.00	82%
Staff cover - office		£962.50	82%
Accountancy	5045	£12,000.00	82%
Staff training	8050	£1,500.00	82%
Staff subs and travel	7120	£100.00	82%
Consultancy	8030	£1,000.00	82%
Total Staffing Cost		£128,631.07	
Tenant only cost (18%)		£13,793.59	
Total rechargeable amount		£114,837.48	
<u>Management and Services</u>	<u>Codes</u>	<u>Budget 2018-19</u>	<u>Percentage rechargeable</u>
Office rent	7000	£1,832.50	100%
Office water rate	7001	£200.00	100%
Office rate	7002	£434.55	100%
Insurance policies	7010	£2,400.00	100%
Telephone	7020	£5,038.14	100%
Print/post	7030	£500.00	100%
Subscription fees	7031	£750.00	100%
Stationery	7032	£1,000.00	100%
Office repairs/improvement	7040	£500.00	100%
Office electricity	7050	£820.00	100%

Office equipment	7060	£2,000.00	100%
Document distribution	7065	£100.00	100%
Photocopier expenses (toner)	7070	£1,600.00	100%
Photocopier contract and usage	7075	£1,500.00	100%
Office security	7080	£500.00	100%
Domain name, hosting, Office 365	7021	£250.00	100%
IT support, backup and security		£800.00	100%
Committee subsistence	7130	£100.00	100%
Committee travel/child care	7131	£100.00	100%
Sundries	7150	£500.00	100%
Community events	7160	£300.00	100%
Depreciations	8000	£2,000.00	100%
Bank Charges	8010	£250.00	100%
Annual returns	8018	£255.00	100%
Audit fees	8040	£2,850.00	100%
Legal fees	8045	£1,000.00	100%
Committee training	8056	£2,000.00	100%
HR Services		£640.00	100%
Corporation tax	9928	£400.00	100%
Total Management and service cost		£30,620.19	

Service charge breakdown

Total Service Cost		£235,924.44
Total Service chargeable cost (minus tenant costs for staffing)		£222,130.85
Tenants total income		£66,429.53
Tenant service charges (15%)		£33,319.63
Tenant additional cost for staffing (18%)		£13,793.59
Tenant only costs		£16,758.76
Tenant surplus (- deficit)		£2,557.55
Leaseholder total income		£188,936.17
Leaseholder service charges (85%)		£188,811.22
Leaseholder surplus (- deficit)		£124.95

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

Tenant budget

<u>Description</u>	<u>Codes</u>	<u>Budget 2018-19</u>
Income		
Management allowance	4000	£ 16,381.72
Management allowance - non residential only	4008	£ 5,191.46
Repairs allowance	4003	£ 24,811.47
Estate cost allowance	4005	£ 13,056.17
Administration	4012	£ -
Insurance allowance	4006	£ 410.77
Client cost allowance	4013	£ -
Void allowance	4025	£ 6,577.94
Total income		£ 66,429.53
Tenant (NOT SERVICE CHARGEABLE)	Codes	Budget 2018-19
Tenant repairs - labour	9000	£7,500.00
Tenant repairs - materials	9001	£2,500.00
Store shed repairs - materials	9004	£200.00
Store shed repair - labour	9005	£400.00
Void property	9006	£5,000.00
Bank charges (for rent account)	9022	£1,158.76
Total Tenant Costs		£16,758.76
Total tenant income	£66,429.53	
Tenant only expenditure	£16,758.76	
15% of main budget	£33,319.63	
Additional costs for staffing (18%)	£13,793.59	
Surplus (- deficit)	£2,557.55	