

RETIREMENT LEASE HOUSING ASSOCIATION
 FAREBROTHERS, WARNHAM
 ESTIMATED SERVICE CHARGE EXPENDITURE
 1 DECEMBER 2021 TO 30 NOVEMBER 2022



2019/20 Actual £		2021/22 Estimate £	2020/21 Estimate £
ESTATE MANAGER'S SERVICES			
10,393	Salary, National Insurance and Pension	11,351	10,976
624	Telephone and broadband	500	500
200	IT Equipment and Support	250	340
164	Postage & Stationary	250	350
70	Estate Manager Training	100	100
11,451		12,451	12,266
COMMUNAL AREAS			
695	Emergency Alarm Monitoring	700	680
1,155	Alarm Maintenance	1,165	1,132
648	Alarm Telephone Line	600	620
4,669	Gardening	5,150	5,150
1,267	Cleaning	2,000	2,245
1,360	Window Cleaning	1,145	1,145
1,755	Light & Heat	3,140	3,140
598	Stair Lift Repairs and Maintenance	355	355
919	Fire Alarm Maintenance	2,000	2,000
10,744	Repairs & Maintenance	8,750	8,750
1,944	Boiler Maintenance	1,400	1,340
25,754		26,405	26,557
OTHER EXPENDITURE			
2,460	Insurance	2,920	2,830
725	Audit	785	725
10	Bank Charges	50	50
10,274	RLHA Management Fee	10,274	10,274
25,000	Provision for Future Maintenance Fund	25,000	25,000
247	Sundry Items	150	200
38,716		39,179	39,079
75,921	TOTAL EXPENDITURE	78,035	77,902
	Main House Gas Usage (see notes)	3,880	2,500
Summary			
	Annual service charge - 2 bed units (11)	6.3% 4,916.21	4,907.83
	Annual service charge - 1 bed units (7)	3.9% 3,043.37	3,038.18
	Annual service charge - Bedsit unit (1)	3.4% 2,653.19	2,648.67

PAYABLE 1ST DECEMBER AND 1ST JUNE EACH YEAR

ESTATE MANAGER'S SERVICES

Salary, National Insurance and Pension	This covers the cost of the Estate Manager's Salary, Employer's National Insurance and Pension at 3%. Allowance made for salary increase in December 2021 and additional hours.
Telephone and broadband	This allowance has been increased based on current usage from PlusNet.
IT Equipment and Support	This covers the cost of the contract with Saqqara for IT support and any associated licences. Current costs plus an allowance of 3% for inflation.
Postage & Stationary	This covers the anticipated cost for postage and stationary and has been increased for the coming year in line with current costs year to date.
Estate Manager Training	We have kept the allowance the same to cover any additional training which may be necessary.

COMMUNAL AREAS

Emergency Alarm Monitoring	Costs for emergency alarm monitoring provided by Appello which based on their annual cost and an expected inflationary cost
Alarm Maintenance	This is completed by Tunstall and allows for an inflationary increase and extra towards any extra to contract costs.
Alarm Telephone Line	This covers the cost of the telephone line connecting the emergency alarm to the call centre and is based on current expenditure.
Gardening	This is based on the cost of the contractor costs at £370 per month with an allowance for an inflationary increase and any extra to contract work.
Cleaning	This covers the cleaning of the communal areas carried out by Mitchel Cleaning with an inflationary increase allowed for and the occasional cleaning of the wheelie bins by Wash a Wheelie.
Window Cleaning	This is based on the cost from Masterkleen to complete a clean six times a year. An inflationary increase has been allowed.
Light & Heat	Allowance for electricity costs relating to the common parts.

Stair Lift Repairs and Maintenance	This is the cost of the contract with Stannah and includes an allowance for call outs and repairs and an annual service.
Fire Alarm Maintenance	This covers the cost of the servicing of the fire alarm system and any associated repairs. Also an allowance for replacement smoke detectors.
Repairs & Maintenance	The budget has been increased based on the actual expenditure in the last two years.
Boiler Maintenance	This is the contract to carry out a service and gas safety check for each boiler. This reflects the cost of these plus an allowance for ad hoc repairs.

OTHER EXPENDITURE

Insurance	Budgeted cost of buildings insurance which includes terrorism cover, and engineering insurance. Reduction following successful renewal.	
Audit	Expected charge from accountants for their audit services.	
Bank Charges	Previously 'Professional Fees', this heading is for estimated bank charges relating to the estate service charge account. Any interest earned on the funds will be credited to the estate account.	
RLHA Management Fee	According to the terms of the lease we would be able to charge £12,055. RLHA have for a forth year agreed to freeze the management fee at the same rate as 2020/21. This will be reviewed annually.	
Provision for Future Maintenance Fund	The contribution remains the same so that funds are available for future anticipated major works.	
Sundry Items	This allows for items not covered elsewhere in the budget. Increase on last year to reflect expenditure.	
Main House Gas Supply	Expected cost of gas for the main house. We invoice these flats separately.	
	Flat 1(8%)	£310.40
	Flat 2 (16%)	£620.80
	Flat 3 (9%)	£349.20
	Flat 4 (16%)	£620.80
	Flat 5 (18%)	£698.40
	Flat 6a (15%) - previously the EM flat	£582.00
	Flat 6b (8%) - previously the Guest flat	£310.40
	Communal areas (10%)	£388.00
		<u>£3,880.00</u>