



**XENIA
ESTATES**

Rede House Development

Final Budget for Year Ending August 2023

Presented to:

FDI Freeholds Limited

c/o Xenia Estates Services Limited

Bank House
Old Market Place
Altrincham
WA14 4PA



Important Note on the Budget

This budget has been prepared as a draft budget based on information supplied by FDI Freeholds Limited and from our previous management experience at this site. This budget is therefore subject to change and any variation in expenditure will be consolidated at the end of the financial year.

Actual Service Charge costs can vary from estimated expenditure through the course of a year and demands for payment may be higher than the levels stated in this budget. Liability for the payment of any deficit at the year end rests with the owners under the terms of the Lease. However, Xenia Estates are a proactive Managing Agent and will endeavour to reduce the cost of the sub-contractors works where possible by reviewing the contracts in place and will ensure costs are kept to a minimum.

Maintenance Costs		
1	External General Maintenance	A provision for repairs and items of maintenance as required from time to time to the exterior of the building. The cost of such items will vary and is therefore inherently difficult to predict.
2	Internal General Maintenance	A provision for repairs and items of maintenance as required from time to time to the interior of the building. The cost of such items will vary and is therefore inherently difficult to predict. The site maintenance operative will be utilised as much as possible to carry out repairs to keep call out costs to a minimum.
3	Communal Cleaning	A provision has been made for the cleaning of the communal areas by the site cleaner. There is also a provision within this heading for materials and equipment as required for the cleaner to complete their duties.
4	Summer Clean	This is a provision for a cleaning contractor to clean all rooms within the building over the summer period, between fixed term tenancy periods. All apartments will receive one summer clean per year, regardless of occupancy.
5	Window Cleaning	A provision has been made for the cleaning of the communal and external windows, as agreed on a contract basis. This will be completed 6 monthly.
	Communal Sundries	This is a provision for low cost items as required by the on site team management team.
6	Door Entry System	A provision has been made for the maintenance of the door entry system to ensure that it is functioning correctly at all times.
7	Pest Control	Pest control is provided on a routine basis by a professional contractor, providing baiting programmes and surveillance as required.
8	Lightning Protection	A provision for the annual maintenance of the Lightning Protection system and any repairs as required to ensure that it is fully functioning.
9	General Risk Assessment	This heading includes a provision for a new system which monitors when essential H&S compliance tasks are due.
10	Fire Risk Assessment	A provision has been set aside for the Health and Safety Fire Risk Assessments, in relation to the apartment buildings.
11	CCTV Maintenance	A provision for the maintenance of the CCTV system and any repairs and additional equipment as required.
12	Automatic Opening Vent	A provision to cover the costs associated with the regular tests and maintenance of the smoke ventilation system. These are carried out twice per annum.
13	Dry Riser Maintenance	A provision to cover the testing and maintenance of the dry riser system throughout the building.
14	Fire System Maintenance	A provision for the ongoing maintenance of the Fire Alarm system including testing of any panels, sounders and detectors throughout the building.
15	Fire Extinguishers	A provision for the annual check of fire fighting equipment within the building such as fire extinguishers.
16	Emergency Lighting	A provision for the 6 monthly testing of all emergency lighting throughout the communal areas of the building. An allowance has also been made for the replacement of any fittings that do not pass the tests to a satisfactory level.
17	Waste Management	Provision of waste bins and collections completed by the council. This has previously been included in General Maintenance headings and is separated for clarity
18	Water Supply Testing	Annual testing of the water supplies within the building and water risk assesment completed by a certified contractor to ensure the safety of the water provided to the residents.
19	Gas Safety Certificate	Annual testing and certification for the incoming gas supply to the central building plant machinery.
20	Electrical Safety Testing	This included the annual Portable Appliance Testing of all items throughout the building.
21	Office and Gym Equipment	A provision for additional equipment.

Lifts		
22	Lift Maintenance	This item is a provision intended to cover the costs associated with the maintenance of the lifts and includes a regular maintenance and testing programme. This is based on the fully comprehensive contract costs.
23	Lift Insurance	This is a provision for Lift Insurance (Engineering Policy).
Utilities		
24	Communal Electricity	A provision for the supply of electricity to the building including the apartments for the lighting/heating/external lighting. This is an estimate based on the previous year's usage.
25	Communal Gas Supply	A provision for the supply of gas to the building for central heating and hot water systems. This is an estimate based on the previous year's usage.
26	Boiler Maintenance	This figure covers the annual costs of Boiler System maintenance and also covers the cost of a full asset survey in 2020/21.
27	Water Supply	A provision for the supply of water to the building. This is an estimate based on the previous year's usage.
28	TV Licensing	This is an umbrella licence fee required for the provision of TV channels to the building.
29	Internet	This is the cost of our internet connection provided by Ask4 to cover the full building. Costs are as per the agreed contract. This internet provision includes a fully managed, 24/7 supported independent connection for each tenant. The cost breaks down to £15 per month per leaseholder on average.
Insurance		
30	Buildings Insurance	This item is a provision to cover the costs of buildings and property owners liability insurance for the development including Terrorism Insurance. Following a tender exercise for a new broker we have engaged with The County Group who have gone to market and have secured a competitive premium with Zurich.
31	Student Contents Insurance	This is a provision to cover any excess incurred when claiming against the above insurance policy in the case the significant damage occurs within the building due to fire, leaks or other unplanned occurrences. There is now bike cover inclusion at no additional charge to the premium. The excess would be £25 for each student covering the bike up to the value of £350. If students have more valuable bikes than that they can still top up the cover in the same way but would become cheaper as they have the part of the bike already insured failing that they would still get some cover for the bikes value.
	Insurance Claims	This is a provision to cover any excess incurred when claiming against the above insurance policy in the case the significant damage occurs within the building due to fire, leaks or other unplanned occurrences.
Management & Administration		
32	Management Fees	Fee for the provision of services provided by Xenia Estates in accordance with the management contract for the year. This figure includes VAT. Our fee remains the same as last year.
33	Accountancy Fees	Fee for the provision of accountancy services arranged by Xenia Estates in accordance with the management contract and requirements of the lease.
34	Out of Hours	Fee associated with the provision of an Out of Hours emergency contact number for residents, provided by a third party out of hours provider. This also covers any security requirements as required by the building.
Staff Costs		
35	Site Staff Salaries	This provision is for the site staff that are based to the building. Monday to Friday, 9am to 5pm. The site staff costs are apportioned so that 66.66% of their salary is paid by Xenia Estates for services provided to the common parts of the building. The remaining 33.33% is paid by Xenia Lettings.
36	Shared Office Costs	This is a provision for low cost items as required to run the site management office and aid tenancy management. This may include items such as stationary and printer ink.
#N/A	FLM Site Staff Costs	This heading is no longer in use, and has been incorporated in the "Site Staff Salaries" cost for clarity.
37	Offsite Concierge	This heading previously provided for out of hours cover by two residents "Student Reps" throughout the year. These have now been replaced by an offsite concierge and CCTV monitoring service, provided by the third party out of hours provider.
Contribution to Reserves		
42	Renewal Sinking Fund	These figures allow for a sum to be set aside for the future replacement of items of major expenditure. The figures will be estimated and not based on precise life-time costings.

Notes	Residential S/Charge (£)	Building S/Charge (£)	New Budget Total	Previous Budget Total	Variance £	
Maintenance Costs						
External General Maintenance	1	£12,600	£0	£12,600	£12,000.00	£600.00
Internal General Maintenance	2	£7,350	£0	£7,350	£7,000.00	£350.00
Communal Cleaning	3	£13,230	£0	£13,230	£12,600.00	£630.00
Summer Clean	4	£13,200	£0	£13,200	£13,200.00	£0.00
Window Cleaning	5	£0	£2,040	£2,040	£2,400.00	-£360.00
Communal Sundries		£0	£0	£0	£0.00	£0.00
Door Entry System	6	£2,000	£0	£2,000	£1,500.00	£500.00
Pest Control	7	£400	£0	£400	£400.00	£0.00
Lightning Protection	8	£0	£235	£235	£235.00	£0.00
General Risk Assessment	9	£2,246	£0	£2,246	£2,246.00	£0.00
Fire Risk Assessment	10	£2,820	£0	£2,820	£2,520.00	£300.00
CCTV Maintenance	11	£751	£0	£751	£710.00	£41.00
Automatic Opening Vent	12	£227	£0	£227	£216.00	£11.00
Dry Riser Maintenance	13	£840	£0	£840	£792.00	£48.00
Fire System Maintenance	14	£0	£2,100	£2,100	£2,000.00	£100.00
Fire Extinguishers	15	£510	£0	£510	£510.00	£0.00
Emergency Lighting	16	£600	£0	£600	£600.00	£0.00
Waste Management	17	£420	£0	£420	£420.00	£0.00
Water Supply Testing	18	£2,134	£0	£2,134	£2,134.00	£0.00
Gas Safety Certificate	19	£488	£0	£488	£474.00	£14.00
Electrical Safety Testing	20	£1,200	£0	£1,200	£1,200.00	£0.00
Office and Gym Equipment	21	£1,400	£0	£1,400	£1,400.00	£0.00
		£62,416	£4,375	£66,791	£64,557.00	£2,234.00
Lifts						
Lift Maintenance	22	£2,510	£0	£2,510	£3,672.00	-£1,162.00
Lift Insurance	23	£1,615	£0	£1,615	£1,615.00	£0.00
		£4,125	£0	£4,125	£5,287.00	-£1,162.00
Utilities						
Communal Electricity	24	£99,576	£0	£99,576	£55,120.00	£44,456.00
Communal Gas Supply	25	£195,680	£0	£195,680	£56,000.00	£139,680.00
Boiler Maintenance	26	£1,200	£0	£1,200	£1,200.00	£0.00
Water Supply	27	£0	£24,000	£24,000	£24,000.00	£0.00
TV Licensing	28	£2,472	£0	£2,472	£2,472.00	£0.00
Internet	29	£38,880	£0	£38,880	£38,880.00	£0.00
		£337,808	£24,000	£361,808	£177,672.00	£184,136.00
Insurance						
Buildings Insurance	30	£0	£31,924	£31,924	£33,604.00	-£1,680.00
Student Contents Insurance	31	£1,935	£0	£1,935	£1,935.00	£0.00
Insurance Claims		£0	£0	£0	£0.00	£0.00
		£1,935	£31,924	£33,859	£35,539.00	-£1,680.00
Management & Administration						
Management Fees	32	£69,523	£4,954	£74,477	£74,477.00	£0.00
Accountancy Fees	33	£1,487	£0	£1,487	£1,387.00	£100.00
Out of Hours	34	£7,258	£0	£7,258	£6,912.00	£346.00
		£78,268	£4,954	£83,222	£82,776.00	£446.00
Staff Costs						
Site Staff Salaries	35	£63,945	£0	£63,945	£63,945.00	£0.00
Shared Office Costs	36	£1,000	£0	£1,000	£1,000.00	£0.00
Offsite Concierge	37	£8,100	£0	£8,100	£8,100.00	£0.00
		£73,045	£0	£73,045	£73,045.00	£0.00
Contribution to Reserves						
Renewal Sinking Fund	38	£10,000	£6,606	£16,606	£16,606.00	£0.00
		£10,000	£6,606	£16,606	£16,606.00	£0.00
Total Cost		£567,597	£71,859	£639,456	£455,482	£183,974

Please note that the Important Notes on Budgets form part of this budget pack and should be read in conjunction with the