

2009 / 2010 Budget

Budget Ref	Item	Budget
Fees	Action Property Management (Management charge inc VAT)	£17,836.50
DK/FEE	Professional Fees	£500.00
£18,336.50		
Staffing	Staffing Costs	£27,500.00
DK/STF	Gardener	£400.00
£28,550.00	Accountant	£650.00
Insurance	Buildings Insurance	£15,000.00
DK/INS	Lift Insurance	£600.00
£16,200.00	Directors & Officers Liability Insurance	£600.00
Repairs and Maintenance	Repairs, maintenance and improvements	£10,000.00
DK/REP	Lift maintenance contract (x 4 lifts)	£9,200.00
£23,700.00	Fire equipment maintenance	£500.00
	Decorating	£4,000.00
Cleaning	Window cleaning	£2,150.00
DK/CLN	Carpet cleaning	£500.00
£3,000.00	Cleaning supplies	£350.00
Services	Electricity	£13,000.00
DK/SER	Telephone (lifts)	£1,200.00
£14,200.00		
Community Fund	Web Site	£200.00
	Social Fund	£200.00
£400.00		
DK/RES	Reserve Fund	£4,830.35
£4,830.35		
TOTAL		£109,216.85

2009 / 2010 Service Charges

Service charges are divided into three categories based on the floor size of your apartment. The category that your apartment falls into is indicated in the attached letter. The table below summarizes these charges: -

Category	No of Apts in Category	08/09 Service Charge	09/10 Service Charge	Annual Increase	09/10 Totals	Ground Rent*	Total Annual Charge	Total Quarterly Charge
A	19	£1,036.73	£1,100.00	£63.27	£20,900.00	£150.00	£1,250.00	£312.50
B	59	£1,103.69	£1,165.00	£61.31	£68,735.00	£150.00	£1,315.00	£328.75
C	15	£1,195.61	£1,260.00	£64.39	£18,900.00	£150.00	£1,410.00	£352.50
Morgans	1	£643.01	£681.85	£38.84	£681.85	£0.00	£681.85	£170.46
Total	94				£109,216.85			

* Please note that ground rent will continue to be collected on behalf of the Dock Street Freehold Company. Freeholders will be issued with a dividend to cover a proportion of their ground rent payments during 2009 / 2010. Should you be interested in buying your share of the freehold then please don't hesitate to contact Action Property Management for further information