

**SUMMARY OF EXPENDITURE FOR  
SERVICE CHARGES AND RESERVES  
FOR THE YEAR TO 31 MARCH 2001**

for

1-28 THE BIRCHES, MARLBOROUGH ROAD, SWINDON. WILTS

H.C  
121

**CARTWRIGHTS**  
CHARTERED ACCOUNTANTS

**SERVICE CHARGES**

**Budget**

£

2,100.00	Cleaning Common Parts (inc. windows)
400.00	Common Parts Electricity
4,200.00	Garden Maintainence
1,500.00	Building Repairs
75.00	Light Bulbs
300.00	Electrical Maintenance Checks
1,700.00	Building Insurance
900.00	Internal Reserve
1,000.00	External Reserve
150.00	Major Structural
145.00	Sundries
300.00	Audit Fees
1,960.00	Management Fees

14,730.00

**Actual**

£

2,262.48
0.00
2,594.66
1,911.56
15.95
140.41
1,209.35
1,860.00
2,070.00
305.63
100.00
300.00
1,959.96

14,730.00

**SERVICE CHARGE ADJUSTMENT**

£

Charge as per budget	14,730.00
Actual expenditure	(14,730.00)
Surplus to be Refunded to Residents	<u>0.00</u>

**RESERVE FUND**

External      Internal      Major  
Structure

£                    £

Balance as at 1st April 2000	0.00	0.00	0.00
Collection for year	2,070.00	1,860.00	305.63
Expenditure from reserves	0.00	0.00	0.00
Balance as at 31 March 2001	<u>2,070.00</u>	<u>1,860.00</u>	<u>305.63</u>

We have examined the above Schedule of Expenditure and Reserves for the year ended 31 March 2001.

We certify that the total expenditure in the sum of £14,730.00 is in accordance with the vouchers and other information supplied to us in respect thereof, and in our opinion is a fair summary of the expenditure incurred.

*Patricia H.S.*

**CARTWRIGHTS**  
Registered Auditors

14 - 11 - 2001

Chartered Accountants  
CARTWRIGHTS

A member firm of

Prudential Chartered Accountants

**Estimated expenditure for :- 1-28 The Birches, Swindon****Year ending :- 31st March 2002**

CLEANING COMMON PARTS(inc windows)	£2,800.00
COMMON PARTS ELECTRICITY	£414.00
GARDEN MAINTENANCE	£5,280.00
BUILDING REPAIRS	£1,500.00
LIGHT BULBS	£100.00
ELECTRICAL MAINTENANCE CHECKS	£300.00
BUILDINGS INSURANCE	£1,900.00
INTERNAL RESERVE	£900.00
EXTERNAL RESERVE	£1,000.00
MAJOR STRUCTURAL	£100.00
SUNDRIES	£100.00
AUDIT FEE	£330.00
MANAGEMENT FEE	£2,076.00
<b>TOTAL</b>	<b>£16,800.00</b>
Divided by	28
<b>per unit</b>	<b>£600.00</b>

**Payable by two half yearly instalments of £287.88 on the 1st April and 1st October**

We hereby certify that this is our estimate for the year ending 31st March 2002

**Estimated expenditure for :- 1-28 The Birches, Swindon****Year ending :- 31st March 2003**

<b>CLEANING COMMON PARTS(inc windows)</b>	<b>£3,000.00</b>
<b>COMMON PARTS ELECTRICITY</b>	<b>£320.00</b>
<b>GARDEN MAINTENANCE</b>	<b>£6,000.00</b>
<b>BUILDING REPAIRS</b>	<b>£1,500.00</b>
<b>LIGHT BULBS</b>	<b>£100.00</b>
<b>ELECTRICAL MAINTENANCE CHECKS</b>	<b>£150.00</b>
<b>BUILDINGS INSURANCE</b>	<b>£2,100.00</b>
<b>INTERNAL RESERVE</b>	<b>£900.00</b>
<b>EXTERNAL RESERVE</b>	<b>£1,000.00</b>
<b>MAJOR STRUCTURAL</b>	<b>£100.00</b>
<b>SUNDRIES</b>	<b>£100.00</b>
<b>AUDIT FEE</b>	<b>£360.00</b>
<b>MANAGEMENT FEE</b>	<b>£2,186.00</b>
<b>VAT on MANAGEMENT FEE</b>	<b>£383.00</b>
<b>TOTAL</b>	<b>£18,199.00</b>
<b>Divided by</b>	<b>28</b>
<b>per unit</b>	<b>£649.96</b>

**Payable by two half yearly instalments of £324.98 on the 1st April and 1st October****We hereby certify that this is our estimate for the year ending 31st March 2003**