MOWBRAY ESTATE MANAGEMENT COMPANY LIMITED

ESTATE SERVICE CHARGE BUDGET
ANNUAL CHARGE FOR THE PERIOD 2022-2025

ESTATE	Expenditure
STAFFING Estate Staff Salaries, national insurance contributions etc.. Estate petty cash & sundries Estate Staff uniforms & workwear Estate Staff Office Expenses **UTILITIES** Estate Open Space Areas Electricity Water Supply for Open Space Areas **CONTRACTS MAINTENANCE AND SERVICES** Estate cleaning materials and equipment Estate equipment Repair and Maintenance Estate General Repairs & Maintenance Bird Control Management Plan Unadopted Roads, Paths and Access-ways Maintenance Open space and Amenity Areas Landscaping LAPS/LEAPS Inspections & Maintenance Ball Courts Maintenance SuDs/Ditches Maintenance Woodland and Tree Monitoring and Maintenance Electric Vehicle (EV) Charging Points Reactive Maintenance Sports Hub and Sports Facilities Maintenance Local Community Centre Repairs, Heating, Water **INSURANCE** Insurance Public Liability and Material Damage Local Community Centre Buildings Insurance Directors and Officers Insurance Insurance Excess contingency **PROFESSIONAL FEES** Preparation of Service Charge Accounts Travel Plan Co-Ordinator Local Community Centre Fire Risk Assessment Estate Health & Safety Inspection/Actions Company Secretariat Duties including Confirmation Statement Client Account Bank fee ROSPA Annual Play areas inspection Managing Agents fee **RESERVES** To include but not limited to: major works to the community centre, sports facilities, play equipment replacement, residents' portal fees, sustainable drainage installation major works, estate road resurfacing, woodland major works etc..	[redacted]

Budget prepared by Michelle Spencer DipSurvPract AIRPM
Budget version 3 - 17.02.2022
All costs include VAT and taxes at the prevailing rate
Railway Station and Station Car Park to be managed by a third party
Allotments to be handed over to the Parish upon completion

PINNACLE
PROPERTY MANAGEMENT