

### BUDGET SUMMARY

No.	Item	New Year Budget	Prior Year Budget	Change		NOTES
				%	£	
1	Communal Cleaning	£5,106	£9,172	-44%	-£4,066	Fortnightly cleaning by Ottimo* where the agreement also includes the changing of light bulbs (labour only)
2	Landscape Maintenance	£21,357	£19,175	11%	£2,182	The maintenance agreement with The Cleaning and Gardening Crew provides for fortnightly visits throughout the year
3	Window Cleaning	£2,037	£3,951	-48%	-£1,914	Monthly communal window cleaning to be carried out at Block A and Quarterly communal window cleaning to be carried out at Block J by Ottimo*
4	Lift Maintenance	£6,134	£6,130	-	£4	This covers an agreement with Schindler to maintain and service the lifts, including a provision for additional repairs, if required
5	Equipment Telephone Line	£1,056	£249	324%	£807	Provision to cover line rental for the lift telephone lines
6	Fire/Emergency Lighting Maintenance	£4,207	£1,200	251%	£3,007	This provision covers an agreement with JJ Intergrated Solutions Ltd for the maintenance of the fire equipment, including a provision for additional repairs, if required
7	Door Entry System Maintenance	£5,018	£1,317	281%	£3,701	Annual maintenance for the communal door entry systems covered by NACD
8	Communal TV/Satellite Aerial Maintenance	£11,826	£11,624	2%	£202	A contract with SCCI Aplhatrack Limited for the maintenance of the TV and satellite aerial system , including a provision for additional repairs, if required
9	Automatic Opening Ventilation Maintenance	£2,634	£1,192	121%	£1,442	This provision covers an agreement with JJ Intergrated Solutions Ltd to service the smoke vents, including a provision for additional repairs, if required
10	Man-safe/Cradle System/Fall Arrest Systems	£420	£500	-16%	-£80	Periodic examination for the certification of man safe equipment including visual and tactile examination of cable & components
11	Electricity Charges	£4,061	£11,951	-66%	-£7,890	The budget is prepared based on actual annual consumption figures (meter readings taken throughout the year). Trinity negotiate fixed annual contracts with utility suppliers to secure competitive unit rates
12	General Repairs & Maintenance	£10,500	£9,000	17%	£1,500	We believe it to be prudent to ensure we have a budget that shall cover possible expenditure. This provision considers the actual expenditure incurred in the year ending 2017, 2018, 2019 and projected expenditure for the year ending 2020. This provision includes all items of expenditure that are not otherwise itemised
13	Reactive Refuse Removal	£1,000	£1,000	-	-	A provision to cover the cost of the removal of large items of dumped rubbish
14	Buildings Insurance	£17,830	£12,110	47%	£5,720	Declared value is £12,435,000 insured through Zurich, included is an element of Public Liability Insurance
15	Insurance Valuation	£460	£330	39%	£130	Provision to cover insurance valuation that takes place every 3 years to ensure the building is suitably insured
16	Directors & Officers Insurance	£480	£480	-	-	RMC Directors & Officers liability insured by RSA
17	Fire Risk Assessment	£229	£229	-	-	Report to comply with current legislation**
18	Health & Safety Assessment	£1,205	£1,205	-	-	Report to comply with current legislation**
19	Engineering Inspection Costs	£340	£320	6%	£20	Annual engineering cover and six monthly statutory inspection on lift
20	Accountancy Fee	£720	£660	9%	£60	Annual fee for independent certification of annual accounts
21	Management Fee	£29,569	£28,847	2.5%	£722	Trinity management fee
22	Company Administration/Secretarial Fee	£300	£300	-	-	Annual fee for the administration and filing of annual RMC accounts***
23	Out of Hours Fee	£298	£298	-	-	Available to residents who contribute towards the Block A and Block J Charges, emergency cover for your development outside of office hours
24	Banking Charges	£63	£63	-	-	Annual estate bank account charge
25	Redecoration Fund	£5,000	£5,000	-	-	Contribution to the redecoration fund for future works
26	Block Sinking Fund	£5,000	£5,000	-	-	Contribution to the block sinking fund for future works
27	Estate Sinking Fund	£1,000	£1,000	-	-	Contribution to the estate sinking fund for future works
28	Arboricultural Sinking Fund	£200	£200	-	-	Contribution to the arboricultural sinking fund for future tree and planting works
<b>Total</b>		<b>£138,050</b>	<b>£132,503</b>	<b>4.19%</b>	<b>£5,547</b>	

\*Ottimo<sup>1</sup> is an associated company of Trinity<sup>2</sup> with common shareholders

<sup>1</sup>Ottimo is a trading name of Ottimo Property Services Limited

<sup>2</sup>The Fire Risk and Health & Safety Assessments are undertaken by Trinity<sup>2</sup>

\*\*\*The Company Secretarial compliance role is undertaken by Trinity<sup>2</sup>

<sup>1</sup>Ottimo is a trading name of Ottimo Property Services Limited

<sup>2</sup>Trinity is a trading name of Trinity (Estates) Property Management Limited

# Northfields (Colchester) Management Co Ltd

## SERVICE CHARGE BUDGET

PERIOD 01/07/2020 - 30/06/2021

**796: Northfields, Colchester, Essex**

**Units:** **367**

<u>Expenditure Headings</u>	<u>Total Charges</u> <u>2020/21</u>	<u>Total Charges</u> <u>2019/20</u>	<u>Estate Charge</u> <u>367</u>	<u>Estate Charge</u> <u>2019/20</u>	<u>Block A Charge</u> <u>23</u>	<u>Block A Charge</u> <u>2019/20</u>	<u>Block J Charge</u> <u>46</u>	<u>Block J Charge</u> <u>2019/20</u>	<u>Block J Internal Charge</u> <u>45</u>	<u>Block J Internal Charge</u> <u>2019/20</u>
<u>Regular/Cyclical (Contract) Maintenance</u>										
1 Communal Cleaning	5,106	9,172			1,313	1,647			3,793	7,525
2 Landscape Maintenance	21,357	19,175	19,863	19,175	640	0	854	0		
3 Window Cleaning	2,037	3,951			951	951	1,086	3,000		
4 Lift Maintenance	6,134	6,130			1,903	2,350			4,231	3,780
5 Equipment Telephone Line	1,056	249			264	249			792	0
6 Fire/Emergency Lighting Maintenance	4,207	1,200			1,689	750			2,518	450
7 Door Entry System Maintenance	5,018	1,317			1,818	1,040			3,200	277
8 Communal TV/Satellite Aerial Maintenance	11,826	11,624	11,826	11,624						
9 Automatic Opening Ventilation Maintenance	2,634	1,192			1,242	646			1,392	546
10 Man-safe/Cradle System/Fall Arrest Systems	420	500			0	100	420	200	0	200
<u>Utilities</u>										
11 Electricity Charges	4,061	11,951	1,283	789	1,049	3,155	488	621	1,241	7,386
<u>General &amp; Reactive Maintenance</u>										
12 General Repairs & Maintenance	10,500	9,000	3,000	3,000	3,000	3,000	1,500	1,500	3,000	1,500
13 Reactive Refuse Removal	1,000	1,000	500	500	250	500	250	0		
<u>Insurance</u>										
14 Buildings Insurance	17,830	12,110	1,605	1,090	4,101	2,785	12,124	8,235		
15 Insurance Valuation	460	330	41	29	106	76	313	225		
16 Directors & Officers Insurance	480	480	480	480						
<u>Health &amp; Safety</u>										
17 Fire Risk Assessment	229	229			76	76	153	153		
18 Health & Safety Assessment	1,205	1,205	1,205	1,205					170	160
19 Engineering Inspection Costs	340	320			170	160				
<u>Professional Fees/Services</u>										
20 Accountancy Fee	720	660	720	660						
21 Management Fee	29,569	28,847	11,960	11,668	5,901	5,757	7,370	7,190	4,338	4,232
22 Company Administration/Secretarial Fee	300	300	300	300						
23 Out of Hours Fee	298	298			99	99	199	199		
24 Banking Charges	63	63	63	63						
<u>Reserve Funds</u>										
25 Redecoration Fund	5,000	5,000			1,500	2,500	1,000	1,000	2,500	1,500
26 Block Sinking Fund	5,000	5,000			1,500	2,500	1,000	1,000	2,500	1,500
27 Estate Sinking Fund	1,000	1,000	1,000	1,000						
28 Arboricultural Sinking Fund	200	200	200	200						
<b>SERVICE CHARGE TOTAL</b>	<b>138,050</b>	<b>132,503</b>	<b>54,046</b>	<b>51,783</b>	<b>27,572</b>	<b>28,341</b>	<b>26,757</b>	<b>23,323</b>	<b>29,675</b>	<b>29,056</b>

All service charge monies are held in trust by Trinity Estates' bankers, Royal Bank of Scotland ("the Bank"), 402 Lower 12th Street, Central Milton Keynes, MK9 3LF, in account named "Trinity Estates Property Management Limited - Client Account". This is an interest bearing account with no restrictions on withdrawal of funds, where any interest payable in respect of sums credited to that account is also credited to that account. All money credited to that account is Client Money, where the Bank is not entitled to combine the account with any other account or to exercise any right of set-off or counterclaim against money in that account in respect of any sum owed to it on any other of Trinity Estates' accounts.