

Harbs Accountancy Limited  
Year ended 31 December 2024  
Agent Enterprise House Corporate Services Limited

Category of Expenditure	Budget 2025	Budget 2024	Actual 2024	Variance	Comments
Buildings Insurance	£3,250	£3,000	£2,850	£150	expect similar premium quotes for 2025/26
Lift insurance / maintenance / minor repairs	£3,000	£1,500	£2,452	£-952	lift all in good order but increased usage due to 2nd/3rd floor occupation and new dialler required est £1500
Cleaning - common areas includes supplies	£10,000	£9,000	£6,542	£2,458	similar footfall plus increase in cleaning cost rate
Refuse collection	£2,000	£1,750	£4,701	£-2,951	reduced bins to 1 with twice weekly collection and seems to be adequate - rate increase
Window Cleaning	£750	£500	£626	£-126	usual increase adjusted for
Building maintenance/general repairs common parts	£10,000	£15,000	£7,169	£7,831	expect usual calls out for repairs/maintenance and allowing for further flat roof repairs/renewal but expect lower than previous yeat estimate
Intruder Alarm/Fire Alarm/Security maintenance/CCTV	£1,500	£1,250	£2,172	£-922	some updates expected to fire detection system and increase in maintenance costs
Air con annual service/minor repairs	£2,000	£2,000	£501	£1,500	no change - 75% new or nearly new a/c kit now in building
Pest Control	£250	£600	£120	£480	just rentokill annual cost share now
Sanitary	£1,250	£1,000	£1,177	£-177	small increase
Water/sewerage	£750	£750	£647	£103	increase usage due to footfall and unit charge increase
Management Fee	£6,450	£6,150	£6,150	£0	inflationary increase
Sinking fund for air con replacements	£5,000	£5,000	£5,000	£0	1st floor will be next to replace when a/c kit fails but lasted another year! Ok atm
<b>ANNUAL COST</b>	<b>£46,200</b>	<b>£47,500</b>	<b>£40,106</b>	<b>£7,394</b>	

Size	6400	6400	6400
Per Foot	£7.22	£7.42	£6.27

**Service Charge**

Over/Under recovered brought forward	£0.00
3rd Floor 25% of costs 14.3.24 - 31.12.24	£8,020.00
	£8,020.00
Invoiced during the year	£-9,491.83
Net under recovered (excluding VAT)	£-1,471.83

B/F	£-1,471.83
Budget	£11,550.00
Jan-Feb	£-2,968.74
	£7,109.43

Monthly instalment to reduce for 9 months to	£789.94
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**Sinking fund for air con replacements (100% of costs)**

Balance brought forward 1.1.24	£6,300
Collected in the year	£5,000
Expenditure during the year new unit first floor	£-2,450
Balance carried forward 31.12.24	£8,850

All costs plus VAT