

LINEA, ANCELLS BUSINESS PARK, HARVEST CRESCENT, FLEET



Estimated Service Charge Budget

Period 24 June 2024 to 23 June 2025

Prepared by Marshall Clark LLP for and on behalf of Kingsbridge Estates Limited

Estimated Service Charge Budget for the
year 24 June 2024 to 23 June 2025

SERVICE CHARGE CODE

In order to promote transparent and consistent year on year service charge reporting Marshall Clark LLP has adopted the principles of the RICS Professional Statement Service Charges in Commercial Property.

APPORTIONMENT

Service charge costs are apportioned as shown. Where appropriate, costs are apportioned on a daily basis and the Landlord bears their proportion of the service charge expenditure in respect of any void premises. Expenditure allocated across schedules is apportioned in accordance with the leases.

If any tenant has any form of concession, whereby their contribution towards the service charge is capped or is lower than the apportionment due, the Landlord pays the difference.

The full apportionment matrix detailing the total apportionment per schedule for each unit is below;

APPORTIONMENT TENANT	Capped		Un-Capped	
	SCHEDULE 1	SCHEDULE 2	SCHEDULE 1	SCHEDULE 2
Part Ground Floor - BCD Meetings & Events Limited	18.24%		18.24%	
Part Ground Floor - Fundamental Media Limited	15.34%		15.34%	
Part First Floor - Pabulum Limited	21.90%		21.90%	
Part First Floor - The FSE Group	11.94%		11.94%	
Part Second Floor - PRMA Consulting Limited	19.12%		19.12%	
Part Second Floor - Verisk Limited	13.46%		13.46%	
TOTAL	100%		100%	

Refuse in Schedule Two – this will be apportioned by the amount of users using the facility/service.

ACCOUNTING PRINCIPLES

The budget is prepared on an accruals basis. All service charge expenditure is shown exclusive of VAT. The VAT will be charged at the appropriate rate on all service charge payments demanded/invoiced by the Landlord.

EXECUTIVE SUMMARY

Year End June 2024 - £177,515.00

Year End June 2025 - £193,000.00

Variance – Increased by £15,485.00

The property comprises a multi-let three storey office building. The service charge operates to maintain the structure, external areas, car park and internal common parts/areas.

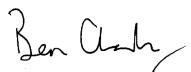
The total budget has increased by 8.72%

CLIENT: Kingsbridge Estates Limited**PROPERTY:** Linea, Harvest Crescent, Ancells Business Park, Fleet, GU51 2UZ**PERIOD:** 24 June 2024 to 23 June 2025

CODE CATEGORY AND DESCRIPTION	BUDGET 2024/2025			PREVIOUS YEARS BUDGET 2023/2024		
SCHEDULE TITLE	Schedule 1	Schedule 2	Total	Schedule 1	Schedule 2	Total
MANAGEMENT						
Management fees						
Management Fees	£ 10,750.00	£ -	£ 10,750.00	£ 10,475.00	£ -	£ 10,475.00
Ancells Business Park Service Charge	£ 1,500.00	£ -	£ 1,500.00	£ 1,100.00	£ -	£ 1,100.00
Accounting fees						
Accountancy Fees	£ 1,750.00	£ -	£ 1,750.00	£ 1,400.00	£ -	£ 1,400.00
Site Management resources						
Admin - Out of Hours	£ -	£ 2,400.00	£ 2,400.00	£ -	£ 2,300.00	£ 2,300.00
MANAGEMENT SUB TOTAL	£ 14,000.00	£ 2,400.00	£ 16,400.00	£ 12,975.00	£ 2,300.00	£ 15,275.00
UTILITIES						
Electricity						
Utilities - Electricity	£ 42,000.00	£ -	£ 42,000.00	£ 40,000.00	£ -	£ 40,000.00
Gas						
Utilities - Gas	£ 17,000.00	£ -	£ 17,000.00	£ 16,000.00	£ -	£ 16,000.00
Water and sewerage						
Utilities - Water	£ 4,000.00	£ -	£ 4,000.00	£ 8,000.00	£ -	£ 8,000.00
UTILITIES SUB TOTAL	£ 63,000.00	£ -	£ 63,000.00	£ 64,000.00	£ -	£ 64,000.00
SOFT SERVICES						
Security						
Security - Equipment/Systems	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
Security - Guarding	£ 500.00	£ -	£ 500.00	£ 350.00	£ -	£ 350.00
Cleaning and Environmental						
Cleaning - Windows	£ 3,000.00	£ -	£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00
Cleaning - Materials	£ 6,500.00	£ -	£ 6,500.00	£ 10,000.00	£ -	£ 10,000.00
Cleaning - Internal	£ 13,000.00	£ -	£ 13,000.00	£ 12,750.00	£ -	£ 12,750.00
Cleaning - External & Refuse	£ 1,250.00	£ 4,000.00	£ 5,250.00	£ 1,250.00	£ -	£ 1,250.00
Pest Control	£ 750.00	£ -	£ 750.00	£ 750.00	£ -	£ 750.00
Internal Planters	£ 750.00	£ -	£ 750.00	£ 690.00	£ -	£ 690.00
Landscaping	£ 4,250.00	£ -	£ 4,250.00	£ 3,750.00	£ -	£ 3,750.00
Carpet / Mat hire	£ -	£ -	£ -	£ -	£ -	£ -
Seasonal decorations	£ 900.00	£ -	£ 900.00	£ 900.00	£ -	£ 900.00
Snow Clearance/Gritting	£ 1,250.00	£ -	£ 1,250.00	£ 2,000.00	£ -	£ 2,000.00
SOFT SERVICES TOTAL	£ 33,150.00	£ 4,000.00	£ 37,150.00	£ 36,440.00	£ -	£ 36,440.00
HARD SERVICES						
Mechanical and electrical services (M&E)						
M&E - Maintenance	£ 11,000.00	£ -	£ 11,000.00	£ 10,500.00	£ -	£ 10,500.00
M&E - Repairs	£ 5,500.00	£ -	£ 5,500.00	£ 5,000.00	£ -	£ 5,000.00
M&E Inspections & Consultancy	£ 2,000.00	£ -	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
M&E - Car parking maintenance & repair	£ 1,000.00	£ -	£ 1,000.00	£ 2,000.00	£ -	£ 2,000.00
Lifesafety Systems Maintenance and Repair	£ 5,000.00	£ -	£ 5,000.00	£ 5,000.00	£ -	£ 5,000.00
Lifts and Escalators						
Lifts - Maintenance	£ 2,450.00	£ -	£ 2,450.00	£ 2,300.00	£ -	£ 2,300.00
Lifts - Repairs	£ 7,500.00	£ -	£ 7,500.00	£ 5,000.00	£ -	£ 5,000.00
Fabric repairs and maintenance						
External Maintenance & Repair	£ 12,500.00	£ -	£ 12,500.00	£ 12,500.00	£ -	£ 12,500.00
Internal Maintenance & Repair	£ 12,500.00	£ -	£ 12,500.00	£ 12,500.00	£ -	£ 12,500.00
Signage	£ 500.00	£ -	£ 500.00	£ 500.00	£ -	£ 500.00
Car Park - Repairs	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
Health, Safety and Environmental						
Health & Safety	£ 500.00	£ -	£ 500.00	£ 500.00	£ -	£ 500.00
HARD SERVICES TOTAL	£ 61,450.00	£ -	£ 61,450.00	£ 58,800.00	£ -	£ 58,800.00
EXCEPTIONAL EXPENDITURE						
Forward Funding						
General Building Repairs Fund	£ 15,000.00	£ -	£ 15,000.00	£ 3,000.00	£ -	£ 3,000.00
WC Refurbishment	£ -	£ -	£ -	£ -	£ -	£ -
EXCEPTIONAL EXPENDITURE TOTAL	£ 15,000.00	£ -	£ 15,000.00	£ 3,000.00	£ -	£ 3,000.00
TOTAL BUDGET	£ 186,600.00	£ 6,400.00	£ 193,000.00	£ 175,215.00	£ 2,300.00	£ 177,515.00

All Figures are Exclusive of VAT

SIGNED:



DATED: 28 August 2024

B C Clark MRICS
Marshall Clark LLP

LINEA, ANCELLS BUSINESS PARK, HARVEST CRESCENT, FLEET
ESTIMATED SERVICE CHARGE BUDGET FOR PERIOD 24.06.2024 TO 23.06.2025

CATEGORY	COMMENTS
Management Fees	Management fees have been increased by 3%, to reflect on going increases in costs.
Accountants Fees	Increased marginally to reflect increases in costs for the independent accountant to reconcile the service charge accounts, in accordance with the leases.
Ancells Business Park – Service Charge	Relates to the Ancells Business Park, and covers wider landscaping and roads maintenance. Increased to reflect the budget which has been prepared by the Managing Agents, Hurst Warne.
Out of Hours Service	Increased to £2,400 due to increases in costs and relates to out of hours service.
Electric	Reflects electric consumption at site for the common parts. Air handling / AC equipment is all dependant on usage.
Gas	Reflects gas consumption and is dependent on usage.
Water and Sewage Charges	Relates to water use across the whole building. This has declined because of usage estimates, however, this will need to be kept under review.
Security Guarding	Represents the key holding service provision for the site.
Security Systems	Access control and intruder alarm maintenance systems for the building.
Internal Cleaning	Cleaning of common parts, toilets and shower is carried out daily (on working days) and the budget has been increased, to reflect an increase from the cleaning contractors.
External Cleaning	This mainly relates to the gutter clearance of the building this has been kept the same as the previous year.
Cleaning – Refuse	A new category for this service charge year, which has been put in the un-capped section as each tenant is responsible for their own refuse arrangements. We are looking at bringing this into a communal facility to achieve savings for all. Apportionments are dependent on the number of users.
Window Cleaning	Covers external window cleaning of the property.
Cleaning Materials	Includes for the provision of sanitary bins and consumables for the WC's in the property. It has been reduced from the previous year following a review of expenditure.
Pest Control	A contract is in place for quarterly visits and bait box replenishment.
Snow Clearance/Gritting	Subject to weather conditions and is undertaken when the temperature is forecasted to drop and

	potentially cause ice and slip hazards the company attend to mitigate the risk.
Internal Floral Displays	For the rental of the plants in the common parts.
External Landscaping	To the external parts of the building there are landscaped areas, which require regular maintenance. The budget has been increased to cover for an increase in costs.
Seasonal Decorations	For Christmas decorations to the common parts.– We have kept this in the budget for the upcoming year.
Estate Signage	Relating to signage at the front and internal common parts of the building.
M&E Maintenance	Costs associated with maintenance to the building as identified under the pre-planned maintenance agreement (PPM). There is an increase to reflect an increase in costs.
M&E Repairs	An apportionment to cover repairs required to the building M&E equipment on an as need basis.
Life Safety Systems/Maintenance and Repairs	Covers maintenance of fire extinguishers, fire alarm maintenance, weekly testing and fire evacuations and any associated repairs.
M&E/Life Safety System Inspections	Covering annual fire risk and health and safety risk assessments as well as legionella water risk assessments and testing.
Car Parking M&E Maintenance and Repairs	Covers for the surface water drainage pumps which are located in the car park.
Lift Maintenance Contract	Accounts for the monthly lift inspection and servicing.
Lift Repairs	Costs relating to the reactive repair of the two passenger lifts.
External Fabric Repairs and Maintenance	Repairs and maintenance to the building exterior on a reactive basis.
Internal Fabric Repairs and Maintenance	Repairs and maintenance to the interior of the common parts of the building, including the reception area, WC's and shower facilities.
Car Park Maintenance and Repairs	To account for all car park maintenance repairs as required.
General Building Repairs Fund	A figure of £15,000 has been put into the budget to build up funds for strategic works to the building to include (but not limited to) lift refurbishment, rainwater goods and air conditioning repairs.

CLIENT: Kingsbridge Estates Limited**PROPERTY:** Linea, Harvest Crescent, Ancells Business Park, Fleet, GU51 2UZ**PERIOD:** 24 June 2024 to 23 June 2025

CODE CATEGORY AND DESCRIPTION	BUDGET 2024/2025			PREVIOUS YEARS BUDGET 2023/2024			VARIANCES		
SCHEDULE TITLE	Schedule 1	Schedule 2	Total	Schedule 1	Schedule 2	Total			
MANAGEMENT									
Management fees									
Management Fees	£ 10,750.00	£ -	£ 10,750.00	£ 10,475.00	£ -	£ 10,475.00	£ 275.00	3%	
Ancells Business Park Service Charge	£ 1,500.00	£ -	£ 1,500.00	£ 1,100.00	£ -	£ 1,100.00	£ 400.00	36%	
Accounting fees									
Accountancy Fees	£ 1,750.00	£ -	£ 1,750.00	£ 1,400.00	£ -	£ 1,400.00	£ 350.00	25%	
Site Management resources									
Admin - Out of Hours	£ -	£ 2,400.00	£ 2,400.00	£ -	£ 2,300.00	£ 2,300.00	£ 100.00	4%	
MANAGEMENT SUB TOTAL	£ 14,000.00	£ 2,400.00	£ 16,400.00	£ 12,975.00	£ 2,300.00	£ 15,275.00			
UTILITIES									
Electricity									
Utilities - Electricity	£ 42,000.00	£ -	£ 42,000.00	£ 40,000.00	£ -	£ 40,000.00	£ 2,000.00	5%	
Gas									
Utilities - Gas	£ 17,000.00	£ -	£ 17,000.00	£ 16,000.00	£ -	£ 16,000.00	£ 1,000.00	6%	
Water and sewerage									
Utilities - Water	£ 4,000.00	£ -	£ 4,000.00	£ 8,000.00	£ -	£ 8,000.00	-£ 4,000.00	-50%	
UTILITIES SUB TOTAL	£ 63,000.00	£ -	£ 63,000.00	£ 64,000.00	£ -	£ 64,000.00			
SOFT SERVICES									
Security									
Security - Equipment/Systems	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ -	0%	
Security - Guarding	£ 500.00	£ -	£ 500.00	£ 350.00	£ -	£ 350.00	£ 150.00	100%	
Cleaning and Environmental									
Cleaning - Windows	£ 3,000.00	£ -	£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	£ -	0%	
Cleaning - Materials	£ 6,500.00	£ -	£ 6,500.00	£ 10,000.00	£ -	£ 10,000.00	-£ 3,500.00	-35%	
Cleaning - Internal	£ 13,000.00	£ -	£ 13,000.00	£ 12,750.00	£ -	£ 12,750.00	£ 250.00	2%	
Cleaning - External & Refuse	£ 1,250.00	£ 4,000.00	£ 5,250.00	£ 1,250.00	£ -	£ 1,250.00	£ 4,000.00	320%	
Pest Control	£ 750.00	£ -	£ 750.00	£ 750.00	£ -	£ 750.00	£ -	0%	
Internal Planters	£ 750.00	£ -	£ 750.00	£ 690.00	£ -	£ 690.00	£ 60.00	9%	
Landscaping	£ 4,250.00	£ -	£ 4,250.00	£ 3,750.00	£ -	£ 3,750.00	£ 500.00	13%	
Carpet / Mat hire	£ -	£ -	£ -	£ -	£ -	£ -	£ -	0%	
Seasonal decorations	£ 900.00	£ -	£ 900.00	£ 900.00	£ -	£ 900.00	£ -	0%	
Snow Clearance/Gritting	£ 1,250.00	£ -	£ 1,250.00	£ 2,000.00	£ -	£ 2,000.00	-£ 750.00	-38%	
SOFT SERVICES TOTAL	£ 33,150.00	£ 4,000.00	£ 37,150.00	£ 36,440.00	£ -	£ 36,440.00			
HARD SERVICES									
Mechanical and electrical services (M&E)									
M&E - Maintenance	£ 11,000.00	£ -	£ 11,000.00	£ 10,500.00	£ -	£ 10,500.00	£ 500.00	5%	
M&E - Repairs	£ 5,500.00	£ -	£ 5,500.00	£ 5,000.00	£ -	£ 5,000.00	£ 500.00	10%	
M&E Inspections & Consultancy	£ 2,000.00	£ -	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00	£ -	0%	
M&E - Car parking maintenance & repair	£ 1,000.00	£ -	£ 1,000.00	£ 2,000.00	£ -	£ 2,000.00	-£ 1,000.00	-50%	
Lifesafety Systems Maintenance and Repair	£ 5,000.00	£ -	£ 5,000.00	£ 5,000.00	£ -	£ 5,000.00	£ -	0%	
Lifts and Escalators									
Lifts - Maintenance	£ 2,450.00	£ -	£ 2,450.00	£ 2,300.00	£ -	£ 2,300.00	£ 150.00	7%	
Lifts - Repairs	£ 7,500.00	£ -	£ 7,500.00	£ 5,000.00	£ -	£ 5,000.00	£ 2,500.00	50%	
Fabric repairs and maintenance									
External Maintenance & Repair	£ 12,500.00	£ -	£ 12,500.00	£ 12,500.00	£ -	£ 12,500.00	£ -	0%	
Internal Maintenance & Repair	£ 12,500.00	£ -	£ 12,500.00	£ 12,500.00	£ -	£ 12,500.00	£ -	0%	
Signage	£ 500.00	£ -	£ 500.00	£ 500.00	£ -	£ 500.00	£ -	0%	
Car Park - Repairs	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ -	0%	
Health, Safety and Environmental									
Health & Safety	£ 500.00	£ -	£ 500.00	£ 500.00	£ -	£ 500.00	£ -	0%	
HARD SERVICES TOTAL	£ 61,450.00	£ -	£ 61,450.00	£ 58,800.00	£ -	£ 58,800.00			
EXCEPTIONAL EXPENDITURE									
Forward Funding									
General Building Repairs Fund	£ 15,000.00	£ -	£ 15,000.00	£ 3,000.00	£ -	£ 3,000.00	£ 12,000.00	0%	
WC Refurbishment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-	
EXCEPTIONAL EXPENDITURE TOTAL	£ 15,000.00	£ -	£ 15,000.00	£ 3,000.00	£ -	£ 3,000.00			
TOTAL BUDGET	£ 186,600.00	£ 6,400.00	£ 193,000.00	£ 175,215.00	£ 2,300.00	£ 177,515.00	£ 15,485.00	8.72%	

All Figures are Exclusive of VAT

APPORTIONMENT	Capped	Un-Capped
TENANT	SCHEDULE 1	SCHEDULE 2
Part Ground Floor - BCD Meetings & Events Limited	18.24%	18.24%
Part Ground Floor - Fundamental Media Limited	15.34%	15.34%
Part First Floor - Pabulum Limited	21.90%	21.90%
Part First Floor - The FSE Group	11.94%	11.94%
Part Second Floor - PRMA Consulting Limited	19.12%	19.12%
Part Second Floor - Verisk Limited	13.46%	13.46%
TOTAL	100%	100%

Standard Industry Cost Classifications

The table below details cost descriptions of each budget element. Please note not every element will be applicable;

COST CLASS			
	Cost category		
		Cost description	Notes
MANAGEMENT			
Management fees			
		Management fees	Owner's or manager's fees for managing and administering the services that are permitted to be recovered under the terms of the lease, excluding rent collection, asset management etc
Accounting fees			
		Service charge accounting fees	Fees for preparation of year end service charge, statement and reconciliation
		Independent accountant's fees	Independent accountants fees to review the year end service charge accounts
		Audit fees	Auditor's fees for carrying out a formal audit of the service charge
Site management resources			
		Staff costs	Direct employment or contract costs for provision of staff for management of on site facilities
		Receptionists/concierge	Direct employment or contract costs for provision of reception and concierge staff including associated administrative and training costs
		Site accommodation (rent/rates)	Rent, service charge and rates associated with the site management accommodation
		Office costs (telephones/stationery)	Day- to - day running costs of the on site management office
		Systems	Costs of computer licences etc and other systems
		Help desk/call centre/information centre	Operational costs for proving help desk/call centre/information centre facilities
		Administration fee	Fees for HR and payroll costs (associated with dealing with on-site staff (where not included as part of the management fee)
Professional fees			
		Landlord's risk assessments, audits and reviews	Consultancy fees and other costs associated with provision and review of owner's health and safety (H & S) management systems
		Other professional fees	Fees of specialist consultants engaged in respect of the provision of services
		Legal fees	Legal advice in respect to the placing or termination of the provision of services

UTILITIES			
	Electricity		
		Electricity	Electricity supply to common parts and retained areas and central plant, excluding the direct consumption of occupier(s)
	Gas		
		Gas	Gas supply for the owner's central plant, excluding the direct consumption of occupier(s).
	Fuel oil		
		Fuel oil	Fuel oil supply for the owner's central plant, emergency generators etc excluding direct consumption of the occupier(s)
	Water		
		Water and sewerage charges	Water supply to central plant, common part and retained areas, excluding direct consumption of the occupier(s).
	Utility consultancy		
		Utility procurement and consultancy	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and report on all utilities.
SOFT SERVICES			
	Security		
		Security guarding	Direct employment or contract costs incurred in providing security guarding for the building(s)
		Security systems	Servicing and maintenance of building security systems (e.g CCTV access control, intruder alarms, etc).
	Cleaning and environmental		
		Cleaning	Cleaning of common part and retained areas
		Window cleaning	Cleaning of external windows
		Hygiene services/toiletries	Cleaning and serving of common part toilets and toiltry accommodation.
		Carpets/mats hire	Provision of dust and rain mats to common part areas.
		Waste management	Refuse collection and waste management services provided for building occupiers
		Pest control	Pest control services provided to common part and retained areas
		Snow clearance/road gritting	Costs incurred in clearing snow and supplying snow clearing equipment and gritting salt.
	Landscaping		
		Internal floral displays	Providing and maintaining floral displays within the common part areas
		External landscaping	Provision and maintenance of external landscaped areas and special features.
		Seasonal decorations	Provision and maintenance of seasonal decorations to common part areas.

		Events and entertainment	Events and entertainment within the common part areas.
Signage			
		Tenant signage	Office building tenant signage
		Estate Signage	Tenant directory signage
Marketing and promotions			
		Marketing	Marketing and advertising in accordance with marketing strategy
		Research	Research into local market conditions, customer surveys, pedestrian flow counting systems etc,
		Marketing staff costs	Direct employment of staff or staff contract costs for marketing and promotional activity
		Landlord's contribution to marketing	Financial contributions made by landlord towards marketing and promotions.
HARD SERVICES			
	Mechanical and electrical services (M&E)		
		M&E maintenance and repair	Planned maintenance and repair of the owner's M&E services, including the contractors H & S compliance
		Life safety systems/ maintenance and repair	Planned maintenance and repair of the owner's fire protection, emergency lighting and other specialist life safety systems, including the contractors H&S compliance
		H&S (mechanical and electrical)	Works carried out to M&E plant and equipment in accordance with H&S regulations or recommended best practice.
		M&E/life safety systems inspections and consultancy	Auditing the quality of maintenance works and the condition of M&E plant and life safety systems to ensure H&S compliance.
		Car parking M&E maintenance and repairs	Maintenance and repair of entry systems, payment systems, car counting systems and other specialist car park equipment.
Lifts and escalators			
		Lift maintenance contract and repair	Maintenance and repair of lifts in the common part and retained areas including the contractor's H&S compliance
		Escalator maintenance and repair	Maintenance and repair of escalators in the common part and retained areas, including contractors H&S compliance
		H&S (lifts and escalators)	Works carried out to lifts and escalators in accordance with H&S regulations or recommended best practices.
		Lift and escalator inspections and consultancy	Auditing the quality of maintenance works, the condition of lift plant and H&S compliance.
Suspended – access equipment			

		Suspended access maintenance and repairs	Maintenance and repairs to the owner's suspended access equipment, including the contractor's H&S compliance
		Suspended access inspections and consultancy	Auditing the quality of maintenance works, the condition of suspended access equipment and H&S compliance.
Fabric repairs and maintenance (internal and external repairs)			
		Fabric repairs and maintenance	Repair and maintenance of the building structure and fabric to common parts and retained areas.
		Redecoration	Redecoration and decorative repairs.
		H&S (Fabric)	Works carried out to building fabric in accordance with H&S regulations or recommended best practice.
		Building fabric inspections and consultancy	Auditing the quality of maintenance works, the condition of the building and H&S compliance.
		Car park fabric maintenance and repairs	Maintenance and repair of the car park structure, fabric and road surfaces.
INCOME		Distinct activities that yield a true income to the service charge account.	
	Interest		
		Interest	Interest received on service charge monies held within the owner's or manager's bank account.
	Income		Income yielded from any facilities installed and/or maintained at the occupier's expense
		Car park income	
		Commercialisation income	
		Vending machine income	
		Gift card income	
		Other income	
Income operating expenses			
		Operating expenses	Overheads, expenses and operational costs incurred in providing any of the income streams, including gift cards
		Bank charges and transaction costs	Cash collection costs, transaction fees related to income.
		Staff costs	
INSURANCE			
	Engineering insurance		Landlord's engineering insurances
		Engineering insurance	
		Engineering inspections	
	All risks insurance cover		Landlord's all risk insurance costs
		Buildings insurance	
		Loss of rent insurance	
		Public and property owner's liability	
		Landlord's contents insurance	
	Terrorism insurance		Landlord's terrorism insurance cover
		Terrorism insurance	

EXCEPTIONAL EXPENDITURE			
	Major works		
		Project works	Exceptional and one off project work over and above routine operational costs.
		Plant replacement	Replacement of the whole or major components of plant and equipment (where beyond economic repair)
		Major repairs	Significant one off repairs or maintenance costs over and above the costs of routine operational maintenance and repair.
	Forward funding		
		Sinking funds	Forward funding of specific major replacement projects (e.g. plant and equipment replacements, roof replacements etc.)
		Reserve funds	Forward funding of specific periodic works to even out fluctuations in the annual service charge costs (e.g. internal/external redecorations).
		Depreciation charge	Depreciation charge in lieu of sinking/replacement fund contribution for major plant and equipment costs.
		Agreed contribution to future works	Forward funding of major projects but where the lease does not allow for a sinking or reserve fund to be set up. This is a voluntary arrangement and must therefore be agreed in writing between the owners and individual occupiers and full details provided within the notes to the service charge expenditure report.
MISCELLANEOUS CHARGES			
	Irrecoverable VAT		
		Irrecoverable VAT	Cost of any irrecoverable VAT (if not included in heading above)
	External contributions		
		Contributions from external parties	
		Contributions to external parties.	