

Mitre House Management Limited
SERVICE CHARGE EXPENSE DETAIL REPORT
Mitre House SW3
Year Ended 31/12/2014

Schedule/Expense	Date	Supplier	Description	Expenditure
INCOME				
Bank interest Received	09/01/14	Lloyds TSB	Net Credit Interest	£7.86
	10/02/14	Lloyds TSB	Net Credit Interest	£8.21
	10/03/14	Lloyds TSB	Net Credit Interest	£7.15
	11/04/14	Lloyds TSB	Net Credit Interest	£7.61
	10/05/14	Lloyds TSB	Net Credit Interest	£7.31
	10/06/14	Lloyds TSB	Net Credit Interest	£7.71
	10/07/14	Lloyds TSB	Net Credit Interest	£7.30
	12/08/14	Lloyds TSB	Net Credit Interest	£8.13
	09/09/14	Lloyds TSB	Net Credit Interest	£6.81
	11/10/14	Lloyds TSB	Net Credit Interest	£7.11
	10/11/14	Lloyds TSB	Net Credit Interest	£7.04
	09/12/14	Lloyds TSB	Net Credit Interest	£4.57
			Tax Debit	£86.81
EXPENDITURE				
Cleaning	19/01/14	Office & General	Cleaning	£194.49
	19/02/14	Office & General	Cleaning	£194.49
	19/03/14	Office & General	Cleaning	£194.49
	19/04/14	Office & General	Cleaning	£194.49
	19/05/14	Office & General	Cleaning	£194.49
	19/06/14	Office & General	Cleaning	£194.49
	19/07/14	Office & General	Cleaning	£194.49
	19/08/14	Office & General	Cleaning	£194.49
	19/09/14	Office & General	Cleaning	£194.49
	19/10/14	Office & General	Cleaning	£194.49
	19/11/14	Office & General	Cleaning	£194.49
	19/12/14	Office & General	Cleaning	£194.49
Additional Misc Cleaning	29/12/14	MHML	Misc Cleaning Supplies (not paid/due)	£237.12
				£2,571.00
Communal Electricity	28/03/14	British Gas	Electricity Useage	£40.61
	22/04/14	British Gas	Electricity Useage	£2.79
	30/06/14	British Gas	Electricity Useage	£19.02
	30/06/14	British Gas	Electricity Useage	£77.60
	22/08/14	British Gas	Electricity Useage	£11.76
	15/09/14	British Gas	Electricity Useage	£24.07
	20/11/14	British Gas	Electricity Useage	£40.78
	23/12/14	British Gas	Electricity Useage	£18.50
				£235.13
General Repairs:				
External Repairs - minor				£0.00
				£0.00
Internal Repairs - minor				£0.00
				£0.00
Entryphone	16/06/14	Entryphone	Annual Contract	£239.18
				£239.18
Entryphone Repairs		Entryphone	Maintenance Additional Costs	£0.00
				£0.00
Draincleaning	30/06/14	MHML	Maintenance Roof Gutters	£257.50
				£257.50
Building Insurance	22/09/14	AXA Insurance	Freeholder's Building Insurance	£1,864.38

				£1,864.38
Engineering Insurance	02/07/14	Allianz	Lift Insurance	£437.81
				£437.81
Lift Maintenance	01/01/14	PIP Lifts	Lift Contract Maintenance	£365.74
	10/04/14	PIP Lifts	Lift Contract Maintenance	£376.72
	09/06/14	PIP Lifts	Lift Contract Maintenance	£376.72
	04/09/14	PIP Lifts	Lift Contract Maintenance	£376.72
	15/12/14	PIP Lifts	Lift Contract Maintenance	£376.72
				£1,872.62
Lift Repairs	02/06/14	Pip Lift	Lift Maintenance Additional Repair Costs	£891.60
				£891.60
Lift Telephone 0416	18/02/14	British Telecom	2075840416	£69.03
	20/05/14	British Telecom	2075840416	£68.97
	18/08/14	British Telecom	2075840416	£71.96
	17/11/14	British Telecom	2075840416	£71.96
				£281.92
Sundries (Light Bulbs)				£0.00
				£0.00
Sundries (Misc)	31/12/14	MHML	Photostats (not paid/due)	£39.02
				£39.02
Health & Safety Report Fees	16/06/14	ASI	Asbestos Report	£270.00
				£270.00
Postage & Shipping				£0.00
				£0.00
Management Fees	31/01/14	MHML	Quarterly Management Fees	£1,080.00
	31/03/14	MHML	Quarterly Management Fees	£1,080.00
	30/06/14	MHML	Quarterly Management Fees	£1,080.00
	25/09/14	MHML	Quarterly Management Fees	£1,080.00
				£4,320.00
Bookkeeping & Accountancy	21/08/14	Pemberton Professionals Limited	Annual Accounts	£695.00
				£695.00
Legal & Professional Fees	31/01/14	MHML	Section 20 Notices	£270.00
				£270.00
Bank Charges	20/01/14	Lloyds TSB	Monthly Bank Charges	£7.60
	18/02/14	Lloyds TSB	Monthly Bank Charges	£5.00
	17/03/14	Lloyds TSB	Monthly Bank Charges	£5.00
	20/04/14	Lloyds TSB	Monthly Bank Charges	£18.00
	19/05/14	Lloyds TSB	Monthly Bank Charges	£8.90
	19/06/14	Lloyds TSB	Monthly Bank Charges	£7.60
	20/07/14	Lloyds TSB	Monthly Bank Charges	£13.45
	18/08/14	Lloyds TSB	Monthly Bank Charges	£7.60
	21/09/14	Lloyds TSB	Monthly Bank Charges	£6.30
	19/10/14	Lloyds TSB	Monthly Bank Charges	£51.80
	17/11/14	Lloyds TSB	Monthly Bank Charges	£20.60
	19/12/14	Lloyds TSB	Monthly Bank Charges	£45.30
				£197.15

Total S/Chg Expenditure YE2014 **£14,440.00**

Scheduled Major Works

Reserves 30 Sept 2014

£98,262.00

Adjustment Collected £18,000.00

Reserves (works budget)Total **£116,262.00**

Surveyor Fees

13/02/14	Boyce Evens & Carpenter	Surveying Costs	£2,784.48
24/03/14	Boyce Evens & Carpenter	Surveying Costs	£2,452.87
22/09/14	Boyce Evens & Carpenter	Surveying Costs	£1,965.77
31/10/14	Boyce Evens & Carpenter	Surveying Costs	£1,369.31
09/12/14	Boyce Evens & Carpenter	Surveying Costs	£1,941.12

£10,513.55

Main Contractor Costs

16/09/14	AR Lawrence & Sons Ltd	Works Costs	£12,656.85
24/10/14	AR Lawrence & Sons Ltd	Works Costs	£24,482.02
02/12/14	AR Lawrence & Sons Ltd	Works Costs	£17,452.44
17/12/14	AR Lawrence & Sons Ltd	Works Costs (not paid/due)	£7,418.70
31/12/14	AR Lawrence & Sons Ltd	Works Costs (not paid/due)	£1,590.00

£63,600.01

Additional Works & Costs & fees

31/12/14	MHML	Additional Workings Outside Schedule	£15,572.85
31/12/14	Suppliers Misc Costs of additional works	Additional Workings Outside Schedule	£16,183.36

£31,756.21

Total Major Scheduled Works 2014 **£105,877.00**
s.20 dated 22 June 2014 £105,019.00

s.20 Budget overspend **£858.00**

Unscheduled additional Works

14/10/14	Aerial Tec	Communal TVSky installation	£5,172.00
07/11/14	Houseman Water Ltd	Replacement Mains Water Tank	£5,850.00
31/12/14	Workngs (CR)	Misc costs refunded	-£317.00

£10,705.00

Adjustment Collected -12,858.00

CREDIT (to Reserves) Negotiated **-£2,153.00**
due to scaffolding remaining in place as
MHML had advised all lessees