

Mitre House Management Limited
SERVICE CHARGE EXPENSE DETAIL REPORT
Mitre House SW3
Year Ended 31/12/2016

Schedule/Expense	Date	Supplier	Description	Expenditure
INCOME				
Bank interest Received				
	11/01/16	Lloyds TSB	Net Credit Interest	£1.36
	09/02/16	Lloyds TSB	Net Credit Interest	£1.34
	09/03/16	Lloyds TSB	Net Credit Interest	£1.34
	11/04/16	Lloyds TSB	Net Credit Interest	£1.78
	11/04/16	Lloyds TSB	Net Credit Interest	£2.58
	09/06/16	Lloyds TSB	Net Credit Interest	£2.96
	11/07/16	Lloyds TSB	Net Credit Interest	£3.06
	09/08/16	Lloyds TSB	Net Credit Interest	£2.77
	09/09/16	Lloyds TSB	Net Credit Interest	£3.20
	10/10/16	Lloyds TSB	Net Credit Interest	£3.21
	09/11/16	Lloyds TSB	Net Credit Interest	£2.64
	09/12/16	Lloyds TSB	Net Credit Interest	£1.63
	11/01/16	Lloyds TSB	Net Credit Interest	£0.19
	09/02/16	Lloyds TSB	Net Credit Interest	£0.19
	09/03/16	Lloyds TSB	Net Credit Interest	£0.17
	11/04/16	Lloyds TSB	Net Credit Interest	£0.20
	11/05/16	Lloyds TSB	Net Credit Interest	£0.12
	09/06/16	Lloyds TSB	Net Credit Interest	£0.03
	11/07/16	Lloyds TSB	Net Credit Interest	£0.10
	09/08/16	Lloyds TSB	Net Credit Interest	£0.24
	09/09/16	Lloyds TSB	Net Credit Interest	£0.12
	10/10/16	Lloyds TSB	Net Credit Interest	£0.09
	09/11/16	Lloyds TSB	Net Credit Interest	£0.23
	09/12/16	Lloyds TSB	Net Credit Interest	£0.20
			Tax Debit	£29.75
EXPENDITURE				
Cleaning	19/01/16	Office & General	Cleaning	£200.54
	19/02/16	Office & General	Cleaning	£200.54
	19/03/16	Office & General	Cleaning	£200.54
	19/04/16	Office & General	Cleaning	£215.56
	19/05/16	Office & General	Cleaning	£215.56
	19/06/16	Office & General	Cleaning	£215.56
	19/07/16	Office & General	Cleaning	£215.56
	19/08/16	Office & General	Cleaning	£215.56
	19/09/16	Office & General	Cleaning	£215.56
	19/10/16	Office & General	Cleaning	£215.56
	19/11/16	Office & General	Cleaning	£215.56
	19/12/16	Office & General	Cleaning	£215.56
Additional Misc Cleaning				£0.00
				£2,541.66
Communal Electricity	01/01/16	British Gas	Electricity Useage	£30.69
	24/02/16	British Gas	Electricity Useage	£41.14
	21/03/16	British Gas	Electricity Useage	£21.53
	21/03/16	British Gas	Electricity Useage	£53.31
	06/06/16	British Gas	Electricity Useage	£43.07
	21/06/16	British Gas	Electricity Useage	£21.53
	21/06/16	British Gas	Electricity Useage	£51.46
	24/08/16	British Gas	Electricity Useage	£30.80
	20/09/16	British Gas	Electricity Useage	£44.97
	20/09/16	British Gas	Electricity Useage	£20.24
	22/11/16	British Gas	Electricity Useage	£35.38
	08/12/16	British Gas	Electricity Useage	£60.56
	08/12/16	British Gas	Electricity Useage	£19.95
				£474.63
General Repairs:				
External Repairs - minor				

				£0.00
Internal Repairs - minor	15/04/16 28/11/16	Michele Sigg Amazon	Repairs Extending Ladder (Lights)	£145.00 £69.99
				£214.99
Locks, Keys & Door Repairs				£0.00
Plumbing Repairs	29/03/16 20/03/16 05/08/16 28/09/16	Robert Juster Scewfix/Drain rods Robert Juster Dyno-Rod	Plumbing Repairs Plumbing supplies Plumbing Repairs CCTV & Main Stack cleaning	£193.80 £97.54 £225.00 £1,074.00
				£1,590.34
Electrical Work & Repairs	08/01/16	Cosmo Electrics	Electrical works	£100.00
				£100.00
Entryphone	15/06/16	Entryphone	Annual Contract	£245.52
				£245.52
Draincleaning	30/01/16 20/03/16	MHML MHML	Roof gutter maintenance (not yet paid) Drain Cleaning Rear Yard (not yet paid)	£175.88 £150.00
				£325.88
Fire Equipment Maintenance	22/11/16 20/12/16	Chubb Chubb	Fire Extinguishers (not yet paid) Fire Extinguishers (not yet paid)	£478.94 £109.21
				£588.15
Building Insurance	01/12/16	AXA Insurance	Building Insurance (not yet paid)	£1,950.00
				£1,950.00
Engineering Insurance	17/06/16	Allianz	Lift Insurance	£477.09
				£477.09
Lift Maintenance	29/02/16 15/06/16 18/09/16 30/11/16	PIP Lifts PIP Lifts PIP Lifts PIP Lifts	Lift Contract Maintenance Lift Contract Maintenance Lift Contract Maintenance Lift Contract Maintenance	£399.65 £399.65 £399.95 £399.65
				£1,598.90
Lift Repairs	01/07/16 12/12/16	Pip Lifts Amcad Engraving	Repairs & testing (not yet paid) Fire & Lift Safety Signage	£418.80 £129.00
				£547.80
Lift Telephone 0416	17/02/16 18/05/16 17/08/16 07/11/16	British Telecom British Telecom British Telecom British Telecom	2075840416 2075840416 2075840416 2075840416	£75.56 £80.44 £80.28 £80.28
				£316.56
Sundries (Light Bulbs)				£0.00
				£0.00

Sundries (Misc)	10/06/16	Amazon	Fly killers	£18.55
				£18.55
Professional Fees				£0.00
Postage & Shipping				£0.00
				£0.00
Management Fees	30/01/16	MHML	Quarterly Management Fees	£1,248.75
	30/03/16	MHML	Quarterly Management Fees	£1,248.75
	30/06/16	MHML	Quarterly Management Fees	£1,248.75
	30/09/16	MHML	Quarterly Management Fees	£1,248.75
				£4,995.00
Bookkeeping & Accountancy	21/04/16	Pembertons	Bookkeeping & Accountancy (not yet paid)	£775.00
				£775.00
Legal & Professional Fees	02/04/16	Chubb	Fire Extinguishers	£105.04
	29/12/16	Chubb	Fire Extinguishers	£107.03
	16/03/16	Chubb	Fire Extinguishers	£461.26
				£673.33
Bank Charges	18/01/16	Lloyds TSB	Monthly Bank Charges	£10.20
	11/02/16	Lloyds TSB	Monthly Bank Charges	£8.25
	10/03/16	Lloyds TSB	Monthly Bank Charges	£5.00
	10/04/16	Lloyds TSB	Monthly Bank Charges	£7.60
	10/05/16	Lloyds TSB	Monthly Bank Charges	£7.60
	10/06/16	Lloyds TSB	Monthly Bank Charges	£6.30
	19/07/16	Lloyds TSB	Monthly Bank Charges	£8.25
	19/08/16	Lloyds TSB	Monthly Bank Charges	£10.85
	19/09/16	Lloyds TSB	Monthly Bank Charges	£5.00
	19/10/16	Lloyds TSB	Monthly Bank Charges	£5.00
	19/11/16	Lloyds TSB	Monthly Bank Charges	£6.95
	19/12/16	Lloyds TSB	Monthly Bank Charges	£5.65
				£86.65

Total Expenditure YE2016

£17,520.00