

# SERVICE CHARGE APPORTIONMENT

Financial Year: 01/01/2023 to 31/12/2023

**SAMAS**  
Property Management

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Property Solutions

On behalf of Mitre House Management Company (2017) Limited

Please note that this apportionment sheet is for information only; it is not a request for payment

Overall budget for contributing schedules (see below)	<b>£69,148.20</b>
Your Annual Contribution: (see below for details)	<b>£7,675.45</b>

Reference Number: T02-274946-48

P Brown-Constable, Flat 7 Mitre House Mitre House

Service Charge	
Budgeted Item	Property Total for Financial Year
Insurance - Buildings	£4,600.00
Insurance - Directors & Officers	£280.00
Insurance - Engineering	£400.00
Cleaning - General	£3,700.00
Electricity - Communal	£1,250.00
General Repairs	£5,000.00
Drains, Gutters & Pipes	£250.00
Lift - Maintenance	£1,080.00
Lift - Emergency Telephone	£300.00
Lift Repairs	£1,350.00
Door Entry System - Maintenance	£300.00
Fire Alarm Maintenance	£320.00
Water Hygiene	£1,000.00
Accountancy - General	£720.00
Accountancy - Preparation	£120.00
Company Secretarial	£360.00
Other Professional Fees	£1,000.00
Health & Safety Risk Assessment	£400.00
Asbestos Survey	£276.00
Out of Hours/Emergency Cover	£216.00
Management Fee - Fixed	£6,118.20
Portal Costs	£108.00
General Reserve	£5,000.00
External Reserve Fund	£35,000.00

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Financial Year: 01/01/2023 to 31/12/2023

On behalf of Mitre House Management Company (2017) Limited

<b>Schedule Total:</b>	<b>£69,148.20</b>
<b>Unit Contribution (11.1000%)</b>	<b>£7,675.45</b>