

Mitre House Management Limited
SERVICE CHARGE EXPENSE DETAIL REPORT
Mitre House SW3
Year Ended 31/12/2013

Schedule/Expense	Date	Supplier	Description	Expenditure
INCOME				
Bank interest Received	09/01/13	Lloyds TSB	Net Credit Interest	£7.21
	22/02/13	Lloyds TSB	Net Credit Interest	£8.07
	19/03/13	Lloyds TSB	Net Credit Interest	£6.95
	20/04/13	Lloyds TSB	Net Credit Interest	£7.10
	20/05/13	Lloyds TSB	Net Credit Interest	£7.37
	19/06/13	Lloyds TSB	Net Credit Interest	£8.00
	21/07/13	Lloyds TSB	Net Credit Interest	£7.24
	20/08/13	Lloyds TSB	Net Credit Interest	£7.57
	20/09/13	Lloyds TSB	Net Credit Interest	£7.58
	21/10/13	Lloyds TSB	Net Credit Interest	£7.32
	18/11/13	Lloyds TSB	Net Credit Interest	£8.13
	22/12/13	Lloyds TSB	Net Credit Interest	£6.93
			Tax Debit	£89.47
EXPENDITURE				
Cleaning	19/01/13	Office & General	Cleaning	£187.19
	19/02/13	Office & General	Cleaning	£187.19
	19/03/13	Office & General	Cleaning	£187.19
	19/04/13	Office & General	Cleaning	£187.19
	19/05/13	Office & General	Cleaning	£187.19
	19/06/13	Office & General	Cleaning	£187.19
	19/07/13	Office & General	Cleaning	£187.19
	19/08/13	Office & General	Cleaning	£187.19
	19/09/13	Office & General	Cleaning	£187.19
	19/10/13	Office & General	Cleaning	£194.49
	19/11/13	Office & General	Cleaning	£194.49
	19/12/13	Office & General	Cleaning	£194.49
Additional Misc Cleaning	23/03/13	Robert Dyas	Supplies	£21.94
				£2,290.12
Communal Electricity	15/01/13	British Gas	Electricity Useage	£13.38
	28/03/13	British Gas	Electricity Useage	£4.16
	09/06/13	British Gas	Electricity Useage	£33.21
	31/08/13	British Gas	Electricity Useage	£34.75
	13/12/13	British Gas	Electricity Useage	£38.16
				£123.66
General Repairs:				
External Repairs - minor	24/01/13	Touch Ironmongery	furniture	£24.00
	08/02/13	Ketoplastics	dustbin lids	£37.95
				£61.95
Internal Repairs - minor	24/01/13	Farmer Bros	supplies	£34.90
	23/07/13	Amazon	supplies	£65.97
	06/11/13	Amazon	supplies	£8.99
				£109.86
Electrical Work & Repairs	10/02/13	Cosmo Electrics	Electrical works/testing	£216.00
				£216.00
Entryphone	15/06/13	Entryphone	Annual Contract	£232.80
				£232.80
Draincleaning		MHML	Maintenance	£130.00

				£130.00
Building Insurance	27/09/13	AXA Insurance	Freeholder's Building Insurance	£1,806.07
				£1,806.07
Engineering Insurance	20/06/13	Allianz/Bluefin Ins	Lift Insurance	£409.17
	01/08/13	KFH 2011 refund	refunded	-£352.38
				£56.79
Lift Maintenance	12/03/13	PIP Lifts	Lift Contract Maintenance	£355.09
	08/06/13	PIP Lifts	Lift Contract Maintenance	£365.74
	18/09/13	PIP Lifts	Lift Contract Maintenance	£365.74
	10/12/13	PIP Lifts	Lift Contract Maintenance	£365.74
				£1,452.31
Lift Repairs	09/11/13	Pipi Lift	Lift Maintenance Additional Costs	£710.40
				£710.40
Lift Telephone 0416	19/02/13	British Telecom	2075840416	£66.54
	06/05/13	British Telecom	2075840416	£64.98
	18/08/13	British Telecom	2075840416	£64.98
	05/11/13	British Telecom	2075840416	£69.54
				£266.04
Sundries (Light Bulbs)				£0.00
				£0.00
Sundries (Misc)	08/03/13	Ricoh hire	Photostats	£86.89
				£86.89
Management Fees	25/03/13	MHML	Quarterly Fees	£1,080.00
	25/06/13	MHML	Quarterly Fees	£1,080.00
	25/09/13	MHML	Quarterly Fees	£1,080.00
	25/12/13	MHML	Quarterly Fees	£1,080.00
				£4,320.00
Bookkeeping & Accountancy	04/07/13	Pemberton Professionals Limited	Annual Accounts	£695.00
	06/08/13	Pemberton Professionals Limited	Annual Accounts	£130.00
				£825.00
Legal & Professional Fees	26/01/13	Rose & Rose Solicitors	Arrears letters	£100.00
				£100.00
Bank Charges	20/05/13	Lloyds TSB	Monthly Bank Charges	£5.00
	18/06/13	Lloyds TSB	Monthly Bank Charges	£5.00
	19/07/13	Lloyds TSB	Monthly Bank Charges	£5.65
	09/08/13	Lloyds TSB	Monthly Bank Charges	£29.38
	10/09/13	Lloyds TSB	Monthly Bank Charges	£10.20
	21/10/13	Lloyds TSB	Monthly Bank Charges	£6.30
	19/11/13	Lloyds TSB	Monthly Bank Charges	£6.30
	17/12/13	Lloyds TSB	Monthly Bank Charges	£5.65
				£73.48

Total Expenditure YE2013

£12,863.00