

Mitre House Management Limited
SERVICE CHARGE EXPENSE DETAIL REPORT
Mitre House SW3
Year Ended 31/12/2015

Schedule/Expense	Date	Supplier	Description	Expenditure
INCOME				
Bank interest Received	21/01/15	Lloyds TSB	Net Credit Interest	£1.28
	22/02/15	Lloyds TSB	Net Credit Interest	£1.30
	19/03/15	Lloyds TSB	Net Credit Interest	£1.35
	20/04/15	Lloyds TSB	Net Credit Interest	£1.36
	20/05/15	Lloyds TSB	Net Credit Interest	£1.39
	19/06/15	Lloyds TSB	Net Credit Interest	£1.40
	21/07/15	Lloyds TSB	Net Credit Interest	£1.42
	20/08/15	Lloyds TSB	Net Credit Interest	£1.39
	20/09/15	Lloyds TSB	Net Credit Interest	£1.41
	21/10/15	Lloyds TSB	Net Credit Interest	£1.40
	18/11/15	Lloyds TSB	Net Credit Interest	£1.45
	22/12/15	Lloyds TSB	Net Credit Interest	£1.49
			Tax Debit	£16.64
EXPENDITURE				
Cleaning	19/01/15	Office & General	Cleaning	£194.49
	19/02/15	Office & General	Cleaning	£194.49
	19/03/15	Office & General	Cleaning	£194.49
	19/04/15	Office & General	Cleaning	£194.49
	19/05/15	Office & General	Cleaning	£194.49
	19/06/15	Office & General	Cleaning	£194.49
	19/07/15	Office & General	Cleaning	£194.49
	19/08/15	Office & General	Cleaning	£194.49
	19/09/15	Office & General	Cleaning	£194.49
	19/10/15	Office & General	Cleaning	£200.54
	19/11/15	Office & General	Cleaning	£200.54
	19/12/15	Office & General	Cleaning	£200.54
Additional Misc Cleaning	23/03/15	Robert Dyas	Supplies	£18.04
	31/12/15	MHML	Cleaning Supplies & Equip (not yet paid)	£195.43
				£2,565.50
Communal Electricity	20/02/15	British Gas	Electricity Useage	£59.23
	19/03/15	British Gas	Electricity Useage	£92.49
	19/03/15	British Gas	Electricity Useage	£28.21
	22/05/15	British Gas	Electricity Useage	£44.17
	11/06/15	British Gas	Electricity Useage	£49.20
	11/06/15	British Gas	Electricity Useage	£26.33
	21/08/15	British Gas	Electricity Useage	£48.45
	10/09/15	British Gas	Electricity Useage	£53.11
	10/09/15	British Gas	Electricity Useage	£28.21
	20/11/15	British Gas	Electricity Useage	£48.75
	23/12/15	British Gas	Electricity Useage	£35.44
				£513.59
General Repairs:				
External Repairs - minor	31/12/15	MHML	Rear Yard Repairs Drains (not yet paid)	£142.00
				£142.00
Internal Repairs - minor	31/12/15	MHML	Misc. supplies/mats (not yet paid)	£164.00
				£164.00
Locks, Keys & Door Repairs	30/04/15	Security Locks	Replacement Fire Escape lock & keys	£122.43
				£122.43
Plumbing Repairs	20/11/15	Robert Juster	Plumbing works	£985.00
	18/12/15	Robert Juster	Plumbing works	£248.75
				£1,233.75

Electrical Work & Repairs	10/02/15	Cosmo Electrics	Electrical works	£92.50
	08/05/15	Cosmo Electrics	Electrical works	£170.50
				£263.00
Entryphone	15/06/15	Entryphone	Annual Contract	£243.84
				£243.84
Draincleaning	31/12/15	MHML	Roof gutter maintenance (not yet paid)	£235.00
				£235.00
Fire Equipment Maintenance	31/12/15	MHML	Fire Protection/Signage (not yet paid)	£243.00
				£243.00
Building Insurance	01/12/15	AXA Insurance	Freeholder's Building Insurance	£1,870.64
				£1,870.64
Engineering Insurance	03/07/15	Allianz	Lift Insurance	£466.26
				£466.26
Lift Maintenance	12/03/15	PIP Lifts	Lift Contract Maintenance	£388.01
	08/06/15	PIP Lifts	Lift Contract Maintenance	£388.01
	18/09/15	PIP Lifts	Lift Contract Maintenance	£388.01
	10/12/15	PIP Lifts	Lift Contract Maintenance	£388.01
				£1,552.04
Lift Repairs				£0.00
				£0.00
Lift Telephone 0416	18/02/15	British Telecom	2075840416	£71.96
	18/05/15	British Telecom	2075840416	£71.96
	18/08/15	British Telecom	2075840416	£76.76
	18/11/15	British Telecom	2075840416	£75.56
				£296.24
Sundries (Light Bulbs)				£0.00
				£0.00
Sundries (Misc)				£0.00
				£0.00
Professional Fees	13/02/15	Chubb	Fire Risk Assessment Report	£450.00
	13/02/15	Chubb Credit	Refunded	-£21.93
	24/03/15	TK Electrics	PIR Electrical Report	£936.93
				£1,365.00
Postage & Shipping				£0.00
				£0.00
Management Fees	30/01/15	MHML	Quarterly Management Fees	£1,212.50
	30/03/15	MHML	Quarterly Management Fees	£1,212.50
	30/06/15	MHML	Quarterly Management Fees	£1,212.50
	30/09/15	MHML	Quarterly Management Fees (not yet paid)	£1,212.50
				£4,850.00
Bookkeeping & Accountancy	17/09/15	Pemberton Professionals Limited	Accounts 2014 (not yet paid)	£1,080.00

17/09/15	Pemberton Professionals Limited Credit	MHML Refunded	-£245.00
			£835.00

Legal & Professional Fees

£0.00

£0.00

Bank Charges

19/01/15	Lloyds TSB	Monthly Bank Charges	£32.95
23/02/15	Lloyds TSB	Monthly Bank Charges	£32.30
17/03/15	Lloyds TSB	Monthly Bank Charges	£21.25
20/04/15	Lloyds TSB	Monthly Bank Charges	£10.85
19/05/15	Lloyds TSB	Monthly Bank Charges	£32.95
19/06/15	Lloyds TSB	Monthly Bank Charges	£22.55
20/07/15	Lloyds TSB	Monthly Bank Charges	£31.65
18/08/15	Lloyds TSB	Monthly Bank Charges	£25.80
21/09/15	Lloyds TSB	Monthly Bank Charges	£22.55
19/10/15	Lloyds TSB	Monthly Bank Charges	£25.80
17/11/15	Lloyds TSB	Monthly Bank Charges	£17.35
21/12/15	Lloyds TSB	Monthly Bank Charges	£7.60
			£283.60

Total Expenditure YE2015

£17,230.00