

ABC PROPERTY SERVICE CHARGE INCOME AND EXPENDITURE ACCOUNT

For the Year Ended 31st March 20xx

	Notes	<u>20xx</u>	<u>20ww</u>
Income relating to this period			
Service Charge		24,000	20,000
Gross Interest		156	234
Less Tax	2	- 31	- 47
Lounge Hire		-	-
Guest Room		-	-
Hairdresser		-	-
TOTAL INCOME		<u>24,125</u>	<u>20,187</u>
Expenditure relating to this period			
Office			
Staff		-	-
Telephone		-	-
Stationery		-	-
Companies House		-	-
Management Fees	2,400	2,200	
Bookkeeping Services	700	700	
Audit	350	300	
Miscellaneous	482	3,932	55
		<u>55</u>	3,255
Grounds and Building			
Cleaning	2,449	2,355	
Gardening	1,213	1,056	
General Repairs and Maintenance	2,124	2,153	
Window Cleaning	-	-	
Gutter Clean	-	-	
Paving/Parking	-	-	
Tree Surgeon	-	-	
Building Insurance	2,209	2,112	
Drains	-	7,995	-
		<u>-</u>	7,676
Utilities			
Gas	-	-	
Electricity	1,193	1,146	
Water	100	1,293	100
		<u>100</u>	1,246
Plant			
Care Call System	-	-	
Lift Repairs	1,425	934	
Satellite Dish	-	-	
Plumbing Repairs	-	-	
Electrical Repairs	-	1,425	-
		<u>-</u>	934
Laundry			
Washers	-	-	
Dryers	-	-	
		<u>-</u>	-
Major Works			
Roof Repairs	-	2,500	
Lift works (new suspension rope)	9,000	-	
External Decoration	-	9,000	12,500
		<u>-</u>	15,000
Provision for Contingency	6a	4,000	-
TOTAL EXPENDITURE		<u>27,645</u>	<u>28,111</u>
SURPLUS/DEFICIT		<u>-£ 3,520</u>	<u>-£ 7,924</u>

This guidance prepared by joint working group comprising the Assoc of Chartered Certified Accountants, ICAEW, the Assoc of Residential Managing Agents and the Royal Inst of Chartered Surveyors.