

Budget Categories	Notes
Accountancy	The accountancy fee covers the cost of an independent accounting firm preparing a summary of all expenditure incurred during the financial year, which is then sent to residents.
Bank fees	The bank account held and operated, where all Finberry income is kept, must be a commercial one and so incurs costs to residents.
Other Professional fees	This is a fee to HML to act as Company Secretary to the Resident Management Company, i.e. to ensure all aspects of the company's legal liabilities in terms of Companies House / HMRC are adhered too and that the Member's Register is kept up to date.
Public Liability Insurance	This is an insurance policy which indemnifies the Resident Management Company against any claims made by anyone who may have an accident on the private land that the Management Company is responsible for on the development, as well as providing cover in the event of any damage to the communal areas.
Gardening / Landscaping	Gardening / Landscaping is provided on the development to keep the grass areas cut and pathways clear of debris, weeds, litter and so on.
Access Way Maintenance	This is to cover any damage, repair of trip or slip hazards or pothole filling on the private roadways or pathways that the Management Company is responsible for.
General Repairs & maintenance	General repairs and maintenance relates to any works needed on the general estate such as repairs to fences, bollards etc.
Animal Fouling Removal	This would cover any animal faeces left on the areas of the development that are not adopted as public highway.
Kent Council Service Charge	This is an anticipated charge to be issued by the local Council.
Tree Works	Any trees which require annual maintenance or monitoring would be covered by this cost - generally this means tree surgery.
Electricity	This is to pay for the power provided to the private street lights, those not on public highway, which are maintained and paid for by the Resident Management Company.

Directors & Officers Liability Insurance	When residents become appointed as Directors of the Management Company, an insurance policy is taken out to indemnify them against any future claims made against them should a decision be challenged legally.
Health & Safety	Every two years a health & safety risk assessment is carried out by a qualified professional to ensure that the development is compliant with current regulations and any hazards are picked up and dealt with quickly.
Bulk Refuse	Any bulky items of waste dumped or left anywhere on the development is removed at a cost to the service charge.
Management Fees	A fee per property is paid to HML for managing the development, on behalf of the Management Company.
Meetings and Inspections	Any meetings or inspections held at the development which are in addition to those that form part of the management agreement are charged separately.
Reserve Fund	Each year, contributions are made into a reserve fund so that funds can be built up, over time, to be available to cover any costs which might occur that are not day to day expenses. The funds are kept separately and used only for non day to day maintenance such as replacing worn components, additional or replacement street lights, new wooden fences, cyclical works and so on.

Applicable to the blocks of flats only	
Fire Alarm Maintenance / Emergency Lighting	A specialist contractor is appointed to carry out biannual inspections on the fire alarm system / emergency lighting to ensure it is kept working at all times in the event of an emergency.
Door Entry System	This is used to cover the cost of repairing or amending the door entry systems to a block.
Communal Aerial System	There is a communal aerial system installed in the block of flats, which allows each owner to subscribe to Sky or any other service provider within the block without the need to install multiple dishes to the exterior of the building.
Out of Hours Emergency Service	HML offer an out-of-hours service whereby a resident can contact us in the evenings and weekends should there be an emergency in the communal areas requiring immediate assistance.
Fire Risk Assessment	Every two years, a fire risk assessment is carried out on a block of flats to ensure it meets the necessary fire standards to ensure residents are kept safe in the event of a fire.