



Annual lift budget

Manual budget worksheet. Use one VAT basis. Count each cost once. Leave unknown amounts blank and record the next action. Totals are entered manually.

Fill the shaded boxes on screen or print and write by hand. Save your completed copy. Use extra copies for more entries and a separate sheet for longer notes.

Building / lift reference

Budget start / end

VAT basis (state consistently)

Guide: <https://liftownersguide.co.uk/guides/compare-lift-maintenance-contracts/>

01 / Checklist item

Category — Recurring

Cost item — Maintenance contract fee

Evidence / assumption / quote validity — Check equipment, cover, budget dates and any price change.

Included elsewhere? State where

Budget amount GBP (manual entry)

Committed but unpaid GBP (exclude paid amounts)

Paid GBP

Further forecast spend GBP (exclude committed and paid)

Payment date(s)

Status / unknowns

Owner / next review



02 / Checklist item

Category — Recurring

Cost item — Separate examination fees

Evidence / assumption / quote validity — Use the actual report/scheme and confirmed booking charges; do not assume a universal count.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	

03 / Checklist item

Category — Recurring

Cost item — Engineer attendance for examination / tests

Evidence / assumption / quote validity — Check whether included in another fee.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	



04 / Checklist item

Category — Recurring

Cost item — Alarm connection and monitoring

Evidence / assumption / quote validity — Identify line/SIM/monitoring charges; count each once.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	

05 / Checklist item

Category — Recurring

Cost item — Electricity attributable to the lift

Evidence / assumption / quote validity — State measurement or allocation method; label estimates.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	



06 / Checklist item

Category — Assumed

Cost item — Chargeable call-outs

Evidence / assumption / quote validity — State number and type of events and rate assumption; include only separately chargeable work.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	

07 / Checklist item

Category — Planned

Cost item — Known repair / item 1

Evidence / assumption / quote validity — Give quote reference and actual deadline; avoid overlap with call-outs or major project budget.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	



08 / Checklist item

Category — Planned

Cost item — Known repair / item 2

Evidence / assumption / quote validity — Add further rows for separately identified work.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	

09 / Checklist item

Category — Other

Cost item — Other site-specific cost

Evidence / assumption / quote validity — Describe the cost and whether it is already included elsewhere.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	



10 / Checklist item

Category — Uncertainty

Cost item — Agreed contingency

Evidence / assumption / quote validity — State risks covered and approval authority; no universal percentage.

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status / unknowns	Owner / next review	
<input type="text" value="To confirm"/>	<input type="text"/>	

11 / Checklist item

Category — Summary

Cost item — Manual total / unresolved gaps

Evidence / assumption / quote validity — Add amounts once only. Forecast = paid + committed unpaid + further forecast; explain any unused contingency. No automatic calculations.

Status / unknowns — Record unresolved costs before relying on totals

Included elsewhere? State where	Budget amount GBP (manual entry)	Committed but unpaid GBP (exclude paid amounts)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid GBP	Further forecast spend GBP (exclude committed and paid)	Payment date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Owner / next review		
<input type="text"/>		