



Welcome to March's **Faith in Maintenance** email bulletin. Every month we will be sending you a short reminder of some of the things that you might do to make sure that your place of worship stays in tiptop condition. This month we are going to think about **setting a budget for maintenance**.

You can view an illustrated version of this bulletin [online](#).

Things to think about...

Many faith groups face a number of demands on their precious financial resources and understandably sometimes find it difficult to find the money to deal with running repairs and maintenance. However, putting these items off can lead to greater expenditure in the long run as problems can escalate as time passes. Setting a maintenance budget is a good way of tackling this issue. By considering the sorts of items that are likely to arise in a ten year period and setting aside a realistic sum of money to deal with them you will be taking a responsible approach to looking after your place of worship.

Things to do...

1. Look through your logbook or maintenance records and identify all the items that you have spent money on during the last ten years. This will include items such as cleaning gutters, servicing the boiler, testing the electrical systems, portable appliance testing, lightning conductor testing, repainting timberwork, rodding drains, replacing broken window glass, testing fire extinguishers, replacing light bulbs etc.
2. Draw up a chart or create a spreadsheet with all the maintenance items you have identified listed down the left hand side under the heading 'tasks'. Put each of the years i.e. 1999 to 2009 at the top of a separate column working across the sheet.
3. Using the information in your logbook or your accounts write the appropriate cost of each maintenance item under the year in which it occurred. You might also wish to add items that are not carried out presently but ought to be tackled as part of a regular maintenance programme. You could either estimate the cost or seek a quotation from a local company.
4. Totalling the figures across the rows will give you the sum of how much you have spent on each item in the ten-year period. If you then add up all the ten-yearly totals for all of your maintenance items this will give you an estimate of how much your maintenance costs will be in the next ten year period.
5. To estimate how much money you should set aside each year for maintenance, divide the total ten-yearly cost of all the maintenance items by ten. As there are always unforeseen events, you might want to add a contingency to this amount - 10% is usually a sensible figure. The yearly amount plus the contingency is your maintenance budget for the year and should be ring-fenced for this purpose.
6. Don't forget about inflation! It is good practice to review your chart or spreadsheet each year and increase all your figures by the current rate of inflation (somewhere in the region of 2% at present). This means that the money set aside will increase a little each year and will hopefully still cover the necessary expenditure.

Need more help?

If you have any questions about maintenance or repair issues contact our [Technical Helpline](#) for advice and guidance. This service is normally available on **Fridays** between **9.30am and 3.30pm** on **0207 456 0916**. Alternatively you can mail your questions to advice@spabfm.org.uk. Copies of the SPAB's range of Technical Pamphlets and Information Sheets are available to purchase from our [online bookshop](#).

Listed Places of Worship Grant Scheme

The Church of England has recently produced a sample letter to assist those who want to support the campaign to ensure the continuation of the [Listed Places of Worship Grant Scheme](#). The letter is designed to act as a helpful template for people to use to write to their sitting MP or parliamentary candidate before the general election, to get them to support the continuation of the Scheme. As well as being available on the Church of England website, the sample letter can now be downloaded from the [POW Library](#) on The Heritage Alliance website.

Call for help with English Heritage project

Artemis Heritage Services is working with **English Heritage** to develop some self-study materials linked to its **Places of Worship** and **Heritage at Risk** programmes. In order to balance the wealth of information available from Anglican places of worship, they would really welcome meeting individuals from other denominations to record an interview with them, or indeed film them, in their own place of worship, so that they can select material from across a range of denominations. **Artemis Heritage Services** are working to a very tight deadline so ideally need to have completed interviews and filming soon after Easter. If you would be interested in sharing your experience of caring for your place of worship, please contact **Diana Coulter** on **07973 746 786** preferably before **Monday 15 March**.

We hope that you have found this email bulletin useful. If you have any comments or suggestions on how we may improve this service please do get in touch with us using info@spabfm.org.uk.

Sara Crofts Faith in Maintenance Project Director

Stave off decay by daily care ~ William Morris 1877

To unsubscribe please follow this [link](#). Please do not reply to this email address.