Managing contractors and on-site services yourselves, with MTM running the accounts and company secretarial work

How directors can run cleaners, gardeners, repairs and caretaking themselves while Murphy Thompson Moore LLP looks after the books, filings and statutory work.

Many leaseholder-led buildings find the sweet spot is this: directors manage what they can see, such as the cleaner, the gardener and repairs, and hand over what they find tedious or risky, such as the accounts and the company's statutory work. This guide sets out how that split can work.

What the directors do

- Agree the scope and standard of each contractor, and see the work for themselves.
- Get quotes, choose contractors and give instructions.
- Approve invoices before they are paid.
- Deal with residents' queries about the building.
- Make the decisions that belong to the board: budgets, major spending and policy.

What MTM can do

Murphy Thompson Moore LLP is a firm of accountants and company secretaries. For a self-managed building it can support the directors with:

- bookkeeping and payment of approved invoices;
- the service charge budget and year-end accounts;
- the company's statutory accounts and tax;
- confirmation statements and other Companies House filings, and the statutory registers;
- meeting notices, agendas and minutes.

The exact scope and the fee are agreed in writing for each building. Murphy Thompson Moore LLP provides these as professional services under its own terms, separately from the Leasehold Clarity platform.

A simple division of tasks

TASK	DIRECTORS	MTM
Choosing and instructing contractors	Yes	
Checking the work on site	Yes	
Approving invoices	Yes	
Paying invoices and keeping the books		Yes
Service charge budget and accounts	Agree	Prepare
Companies House filings	Sign off	Prepare and file
Meetings: notices and minutes	Chair	Prepare

Controls that protect both sides

- A written limit above which two directors must approve spending.
- Contractors invoice the company, not individuals, and invoices quote the building.
- Payments are made from the company's bank account only.
- A regular reconciliation between the bank, the books and the budget.
- A record of every contract, with start date, price and notice period.

Using the platform

Keep the documents, the compliance calendar and the communications in one place, so the directors and MTM see the same facts. This makes handover easy when a director steps down.

> Be clear about boundaries. If something falls outside the agreed scope, such as legal advice or managing a major works project, agree who will do it before it starts.

Next steps

1. List the contractors and services the building uses now.
2. Agree which directors will oversee each one.
3. Ask for a written proposal for the back-office work.
4. Agree the spending limits and the reporting you want.

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