THE MANOR FIELDS ESTATE LIMITED

SUMMARY OF SERVICE CHARGE EXPENSES FOR THE YEAR ENDED 31 MARCH 2023
AND
SURVEYOR'S ESTIMATE

FOR THE YEAR ENDED 31 MARCH 2024

PRINCIPAL SERVICE FUND

	2022/2023		2023/2024
	Surveyor's Estimate	Actual	Surveyor's Estimate
	£	£	£
Annual Costs			
Staff Costs			
Employment costs	376,000	357,855	400,000
Staff Accommodation costs	43,000	41,158	46,000
Estate Office Running Costs	17,300	9,939	26,100
Professional Fees			
Managing Agent	48,500	48,500	74,000
Trustee's Fees	2,400	2,400	2,400
Accountancy and Audit Fees	17,900	21,324	25,400
Legal S.22 and Lessee Queries Fees	25,000	8,551	10,000
Surveyors & Other Professional Fees	31,200	54,084	22,200
Insurance			
Buildings Insurance (inc Terrorism)	90,300	90,449	103,800
Engineering and Office Insurance	8,100	7,668	8,600
Insurance Claims Excess	3,000	350	3,000
Utilities			
Communal Electricity	82,000	74,852	112,000
Communal Water	1,000	835	1,000
Garden Maintenance			
Tree Surgery and other services	20,950	13,616	19,000
Plants, tools and other materiel	14,050	15,821	27,000
Annual Maintenance Contracts & Repairs			
Lifts Maintenance & Repairs	42,000	13,175	15,000
General repairs & maintenance	69,200	114,411	88,700
Window Cleaning	2,200	2,000	2,200

Cont'd

Registered in England Reg No. 1924651. Reg. Office KFH House, Compton Road, London SW19 7QA

THE MANOR FIELDS ESTATE LIMITED

SUMMARY OF SERVICE CHARGE EXPENSES FOR THE YEAR ENDED 31 MARCH 2023
AND
SURVEYOR'S ESTIMATE

FOR THE YEAR ENDED 31 MARCH 2024

PRINCIPAL SERVICE FUND

(cont'd)	2022/2023		2023/2024
	Surveyor's Estimate	Actual	Surveyor's Estimate
	£	£	£
Health & Safety	25,000	18,303	30,500
Security Services and Maintenance			
Security Services & Estate Lighting	98,400	97,313	97,600
Porterage, Cleaning and Refuse Disposal	13,000	5,084	13,000
Total Annual Costs	**1,030,500**	**997,688**	**1,127,500**
(Charges to North and Myton Houses)	-3,000	-4,636	-4,500
Bank charges/(interest)	-	-6,069	0
Total Service Charge Expenditure	**1,027,500**	**986,983**	**1,123,000**
Contribution to Trustee's Reserve	760,500	801,017	750,000
TOTAL SERVICE CHARGES	**1,788,000**	**1,788,000**	**1,873,000**

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THE MANOR FIELDS ESTATE LIMITED

SUMMARY OF SERVICE CHARGE EXPENSES FOR THE YEAR ENDED 31 MARCH 2023
AND
SURVEYOR'S ESTIMATE
FOR THE YEAR ENDED 31 MARCH 2024

GARAGE SERVICE FUND -

	2022/2023		2023/2024
	Surveyor's Estimate	Actual	Surveyor's Estimate
	£	£	£
Annual Costs			
Utilities			
Communal Electricity	7,000	7,000	10,000
Insurances			
Buildings Insurance (inc Terrorism)	4,600	4,969	5,300
Professional Fees			
Managing Agent	2,500	2,500	4,000
Annual Maintenance Contracts and Repairs			
Security	1,200	1,200	1,200
Cleaning	2,000	2,000	2,000
General Repairs	3,800	3,155	3,800
Sundry	2,000	2,000	2,000
Total Annual Costs	**23,100**	**22,824**	**28,300**
Contribution to Trustee's Reserve	**119,900**	**120,176**	**30,000**
TOTAL SERVICE CHARGES	**143,000**	**143,000**	**58,300**