Kinleigh Folkard & Hayward

Summary of Service Charge Expenses for the year ended 31 March 2024

and Surveyor's Estimate for the year ended 31 March 2025

The Manor Fields Estate Limited

Manor Fields, Putney Hill, London, SW15

Category	Principal Service Charge Fund		
	Surveyor's Estimate	Actual	Surveyor's Estimate
	2023/24	2023/24	2024/25
Staffing Costs			
Staff Salaries	£400,000	£360,653	£366,385
Staff Accomodation costs	£46,000	£37,282	£39,500
Estate Office Costs	£26,100	£9,314	£11,712
Staff Expenses - Training, Uniform etc		£1,228	£5,000
Utilities			
Electricity - Communal Areas	£112,000	£136,805	£60,000
Water Rates - Common Areas	£1,000	£2,694	£4,000
Telephone Costs (including office Broadband / Telephone & Mobile Costs))		£3,519	£4,000
Heath & Safety			
Health & Safety - Risk Assessments Reports and other inspections	£15,250	£16,192	£46,500
Health & Safety- Regular Works and Adhoc	£15,250	£23,107	£14,500
Garden Costs			
Garden & Ground Maintenance	£19,000	£22,998	£10,600
Garden Equipment & Equipment (Not Project)	£27,000	£14,730	£17,400
Facilities Management			
Lift Maintenance	£15,000	£14,809	£15,000
Cleaning Materials including Porters Equipment	£13,000	£7,845	£5,000
External Cleaning Including Window Cleaning	£2,200	£2,000	
Security Contract	£97,600	£104,682	£95,400
Repairs and Maintenance (Not projects)			
General Repairs and Mainteance (Not Projects)	£88,700	£72,233	
External Building Repairs			£32,500
Internal Building Repairs			£47,842
External Grounds Repairs			£31,900
Insurances			
Buildings & Terrorism Insurance	£103,800	£92,336	£101,503
Insurance Claims Excess	£3,000	£713	£3,000
Directors and Officers Insurance		£1,071	£1,071

Kinleigh Folkard & Hayward

Summary of Service Charge Expenses for the year ended 31 March 2024

and Surveyor's Estimate for the year ended 31 March 2025

The Manor Fields Estate Limited

Manor Fields, Putney Hill, London, SW15

Category	Principal Service Charge Fund		
	Surveyor's Estimate	Actual	Surveyor's Estimate
	2023/24	2023/24	2024/25
Lift Engineering Insurance	£8,600	£6,338	£6,642
Administration Costs			
External Audit & Accountancy Fees	£25,400	£11,700	£10,150
Legal & Prof Fees - Solicitors Fees, HR Fees	£10,000	£15,764	£10,000
Management & Trustee Fees	£76,400	£76,584	£100,395
Surveyors & Building Consultancy Fees	£22,200	£26,910	£10,000
Sundry Costs			
Bank Interest & Charges (Inc Trust Tax)		-£20,485	-£7,500
Sundry Expenses		£2,953	
Contribution from North & Myton	-£4,500	-£4,500	-£4,500
Reserves			
Reserve Fund	£750,000	£833,526	£835,000
TOTALS (GROSS)	**£1,873,000**	**£1,873,001**	**£1,873,000**

Kinleigh Folkard & Hayward

Summary of Service Charge Expenses for the year ended 31 March 2024 and Surveyor's Estimate for the year ended 31 March 2025			The Manor Fields Estate Limited Manor Fields, Putney Hill, London, SW15
Category	**Garage Service Charge Fund**		
	Surveyor's Estimate	**Actual**	**Surveyor's Estimate**
	2023/24	**2023/24**	**2024/25**
Utilities			
Electricity	£10,000	£9,105	£10,000
Heath & Safety			
Health & Safety- Regular Works and Adhoc			£3,000
Facilities Management			
Cleaning Materials including Porters Equipment	£2,000		£2,000
Security Contract	£1,200	£1,176	£2,600
Repairs and Maintenance (Not projects)			
General Repairs and Mainteance (Not Projects)	£3,800		
Internal Building Repairs			£5,758
External Grounds Repairs		£811	
Insurances			
Buildings & Terrorism Insurance	£5,300	£4,766	£1,837
Administration Costs			
Management & Trustee Fees	£4,000	£4,000	£3,105
Sundry Costs			
Sundry Expenses	£2,000		
Reserves			
Reserve Fund	£30,000	£38,442	£30,000
TOTALS (GROSS)	**£58,300**	**£58,300**	**£58,300**