**THE MANOR FIELDS ESTATE LIMITED**

**SUMMARY OF SERVICE CHARGE EXPENSES FOR THE YEAR ENDED 31 MARCH 2022**
**AND**
**SURVEYOR'S ESTIMATE**

**FOR THE YEAR ENDED 31 MARCH 2023**

**PRINCIPAL SERVICE FUND**

| | 2021/2022 | | 2022/2023 |
|---|---|---|---|
| | Surveyor's Estimate | Actual | Surveyor's Estimate |
| | £ | £ | £ |
| ***Annual Costs*** | | | |
| **Staff Costs** | | | |
| Employment costs | 424,000 | 359,329 | 376,000 |
| Staff Accommodation costs | 35,000 | 38,599 | 43,000 |
| **Estate Office Running Costs** | 15,500 | 11,992 | 17,300 |
| **Professional Fees** | | | |
| Managing Agent | 48,500 | 48,500 | 48,500 |
| Trustee's Fees | 2,400 | 2,400 | 2,400 |
| Accountancy and Audit Fees | 21,600 | 21,210 | 17,900 |
| Legal S.22 and Lessee Queries Fees | 30,000 | 8,551 | 25,000 |
| Surveyors & Other Professional Fees | 31,200 | 30,540 | 31,200 |
| **Insurance** | | | |
| Buildings Insurance (inc Terrorism) | 72,900 | 73,268 | 90,300 |
| Combined Liability | 0 | -2,597 | 0 |
| Engineering and Office Insurance | 6,200 | 6,841 | 8,100 |
| Insurance Claims Excess | 3,000 | 0 | 3,000 |
| **Utilities** | | | |
| Communal Electricity | 31,000 | 48,594 | 82,000 |
| Communal Water | 1,000 | 2,094 | 1,000 |
| **Garden Maintenance** | | | |
| Tree Surgery and other services | 19,500 | 16,816 | 20,950 |
| Plants, tools and other materiel | 21,600 | 15,227 | 14,050 |
| **Annual Maintenance Contracts & Repairs** | | | |
| Lifts Maintenance & Repairs | 16,600 | 31,915 | 42,000 |
| General repairs & maintenance | 75,500 | 88,735 | 69,200 |
| Window Cleaning | 2,200 | 2,630 | 2,200 |

Cont'd



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## THE MANOR FIELDS ESTATE LIMITED

## SUMMARY OF SERVICE CHARGE EXPENSES FOR THE YEAR ENDED 31 MARCH 2022 AND SURVEYOR'S ESTIMATE

## FOR THE YEAR ENDED 31 MARCH 2023

## PRINCIPAL SERVICE FUND

| (cont'd) | 2021/2022 | | 2022/2023 |
|---|---|---|---|
| | Surveyor's Estimate | Actual | Surveyor's Estimate |
| | £ | £ | £ |
| **Health & Safety** | 20,000 | 33,067 | 25,000 |
| **Security Services and Maintenance** | | | |
| Security Services & Estate Lighting | 88,000 | 97,067 | 98,400 |
| **Porterage, Cleaning and Refuse Disposal** | 7,500 | 4,495 | 13,000 |
| **Total Annual Costs** | **973,200** | **939,273** | **1,030,500** |
| **(Charges to North and Myton Houses)** | -4,500 | -2,986 | -3,000 |
| **Bank charges/(interest)** | - | 73 | 0 |
| **Total Service Charge Expenditure** | **968,700** | **936,360** | **1,027,500** |
| **Contribution to Trustee's Reserve** | 691,300 | 723,640 | 760,500 |
| **TOTAL SERVICE CHARGES** | **1,660,000** | **1,660,000** | **1,788,000** |



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## THE MANOR FIELDS ESTATE LIMITED

## SUMMARY OF SERVICE CHARGE EXPENSES FOR THE YEAR ENDED 31 MARCH 2022
## AND
## SURVEYOR'S ESTIMATE
## FOR THE YEAR ENDED 31 MARCH 2023

### GARAGE SERVICE FUND

| | 2021/2022 | | 2022/2023 |
|---|---|---|---|
| | Surveyor's Estimate | Actual | Surveyor's Estimate |
| | £ | £ | £ |
| *Annual Costs* | | | |
| **Utilities** | | | |
| Communal Electricity | 3,000 | 3,000 | 7,000 |
| **Insurances** | | | |
| Buildings Insurance (inc Terrorism) | 3,700 | 3,925 | 4,600 |
| **Professional Fees** | | | |
| Managing Agent | 2,500 | 2,500 | 2,500 |
| **Annual Maintenance Contracts and Repairs** | | | |
| Security | 1,200 | 1,200 | 1,200 |
| Cleaning | 2,000 | 2,000 | 2,000 |
| General Repairs | 2,600 | 2,600 | 3,800 |
| Sundry | 2,000 | 2,000 | 2,000 |
| **Total Annual Costs** | **17,000** | **17,225** | **23,100** |
| **Contribution to Trustee's Reserve** | **118,000** | **117,775** | **119,900** |
| **TOTAL SERVICE CHARGES** | **135,000** | **135,000** | **143,000** |