



ESTATE CHARGE REPORT

Waterfront Estate, Manvers Way, Rotherham

Landlord : Manvers Lake & Dearne Valley Trust Ltd “A registered charity No: 1150159”

1st January 2020 to 31st December 2020

SERVICE CHARGE CERTIFICATE

I hereby certify that, according to the information available to me, the attached statement of estate charge expenditure costs to the landlord of providing the services to the premises for the period 1st January 2020 to 31 December 2020, in accordance with the terms of the lease.

Summary Expenditure for Period

Schedule


All Tenants	£	72,750.00
Total Expenditure for Period	£	72,751.97

Notes

The accounting records have been independently reviewed and certified.

As Manvers Lake and Dearne Valley Trust Ltd is a not for profit organisation, therefore no profit element is added to the costs, also volunteers give their time to help manage and maintain the estate area, therefore the contribution requested will be significantly lower than a commercial provider.

Signed



Mr Mark Benton: Manvers Lake & Dearne Valley Trust Ltd

30th June 2021

Signed:



Mr Heera Singh FMAAT: HSL Accountancy Solutions Ltd

30th June 2021

Definitions

Management

This category includes but not restricted to; service charge development and invoicing, chasing aged debt, letting, managing staff and service contracts, tenant query management and resolution, estate safety inspection, patrols by staff and any H&S Fees.

Professional Fees

This category includes the fees for monthly book-keeping, legal advice from our lawyers, the accountancy costs of these reports and any audits required.

Insurance

This category public liability insurance for the estate area and the maintenance operations.

Hard Services

This category includes maintenance of estate fencing, tree management and maintenance, pathway repairs, car park surfacing, bridge management, repairs and maintenance.

Soft Services

This category includes litter collection, waste bin emptying, dog waste bin emptying, waste disposal charges, grass cutting..

Communications

This category includes costs associated with meeting, leaflets, the information on the website and staff time/contract staff.

Overheads

This category includes costs associated staff training, PPE, volunteer costs, staff travel, office, printing and IT costs.

Miscellaneous

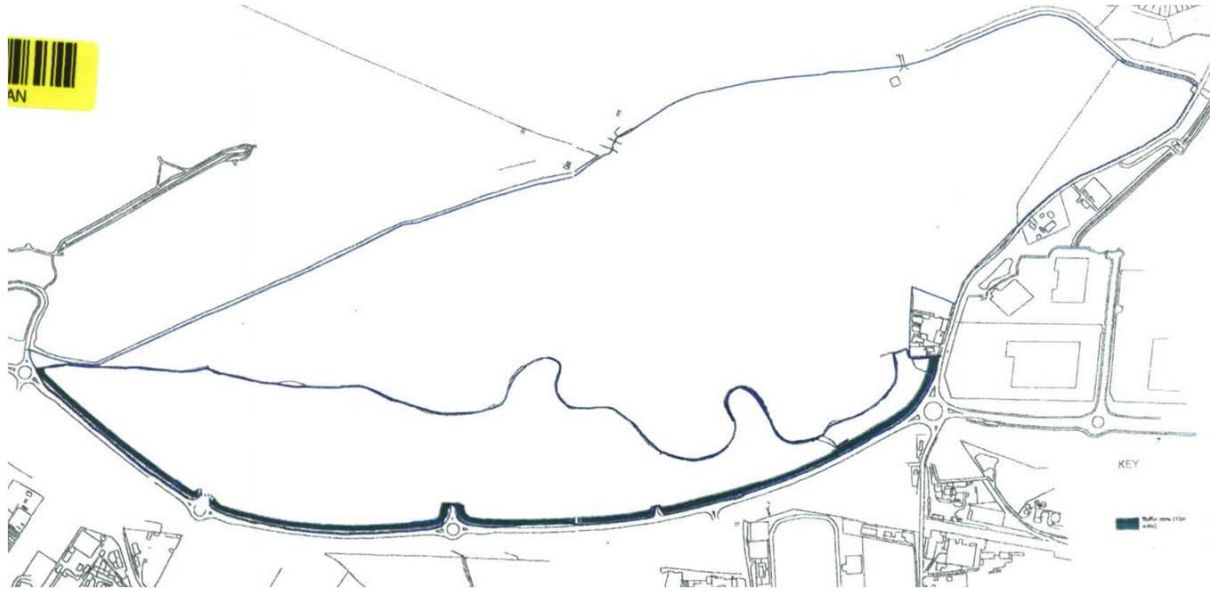
This includes costs not covered elsewhere.

Maintenance Fund

This fund is used to build capital toward bridge replacements and or major maintenance.

Estate Charge Area

Below is the map contained within the estate leases.



ESTATE CHARGE REPORT - Budget and Expenditure 2020

Category	Budget 2020	Contribution Requested 2020
Staffing	750	0
Management/Supervision	20000	19,262.55
Volunteer and Director costs	750	750.00
Site Supervisor	5000	4,331.74
Health Safety and Environmental	250	0
Management Total	26750	26,344.29
Staff Costs - Book Keeping	320	1,123.00
Legal and external reports	2000	5,188.50
Accountancy	500	758.00
Professional Fees Total	2820	7,069.50
Insurance	3300	
Insurance Total	3300	3,200.00
Trees and Shrub Management	500	
Ditching and Drainage	2000	198.80
Weed removal	3000	0
Hard Services	6500	1,289.12
Signage	500	0
Fences	500	0
Equipment hire	1000	0
Hard Services Total	14000	1,487.92
Litter Picking	6000	See below*
Litter Collection [Bins]	3600	See below*
Contract collection of wheelie bins	1000	1,500.00
Pest Control	250	160.00
Grass Cutting	3000	9,407.69
Others Grounds Maintenance Costs.	5530	*20739.01
Soft Services Total	19380	31,806.70
Communications	500	500.00
Communications Total	500	500.00
Staff Training	250	250.00
Volunteer Expenses	1750	958.84
Office Costs O/H (Light, Heat, Telephone)	750	534.72
Travel and representation	500	500.00
PPE/Hi Viz/Uniform	500	100.00
Overheads Total	3750	2,343.56
Other one-off costs	250	0
Miscellaneous Total	250	0
Bridge Maintenance Fund	2000	2000
Grand Total	72750	72,751.97

ESTATE CHARGE REPORT

Apportionment Matrix

		NIA (Sq Ft)	Fair Proportion		Charge
PLA	Pub Plot	43,560	2.797%	£	2034.96
PLB	Aldi Plot	91,476	5.874%	£	4273.43
PLC	Hotel Plot	95,832	6.154%	£	4476.92
PLD	Bauer Plot	113,992	7.320%	£	5325.30
PLE	KFC Plot A	21,780	1.399%	£	1017.48
PLF	KFC Plot B	35,284	2.266%	£	1648.34
PLG	Westleigh Plot A	51,585	3.312%	£	2409.84
PLG	Westleigh Plot B	148,355	9.527%	£	6930.63
PLH	Snaefell Plot	21,780	1.399%	£	1017.48
PLI	Rose & Thickett Plot	32,670	2.098%	£	1526.22
PLJ	Harron Plot (Phase 1)	153,331	9.846%	£	7163.07
PLK	Onward Plot	108,900	6.993%	£	5087.41
PLL	Harron Plot (Phase 2)	89,734	5.762%	£	4192.05
PLM	Taylor Wimpey Plot	143,748	9.231%	£	6715.38
PLN	Strata Plot	192,535	12.364%	£	8994.54
PLO	Harron Plot (Phase 3)	121,968	7.832%	£	5697.90
PLP	Play Valley Plot	43,560	2.797%	£	2034.96
PLZ	Remainder (Covered by ML&DVT)	4,7180	3.03%	£	2204.08
	Total	<u>1,557,270</u>	100	£	<u>72750.00</u>