



## ESTATE CHARGE REPORT

Waterfront Estate, Manvers Way, Rotherham

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

1<sup>st</sup> January 2023 to 31st December 2023

## SERVICE CHARGE CERTIFICATE

I hereby confirm 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 1<sup>st</sup> January 2023 to 31 December 2023, in accordance with the terms of the lease.

## Summary Expenditure for Period

### Schedule

All Tenants £ 98,055.36

Total Expenditure for Period £ 98,055.36

### 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

28<sup>th</sup> June 2024

Signed



Mr Heera Singh FMAAT: HSL Accountancy Solutions Ltd

28<sup>th</sup> June 2024

## Definitions

### Management

This category includes but is 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 includes 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.

### Overheads

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

### Communications

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

### Miscellaneous

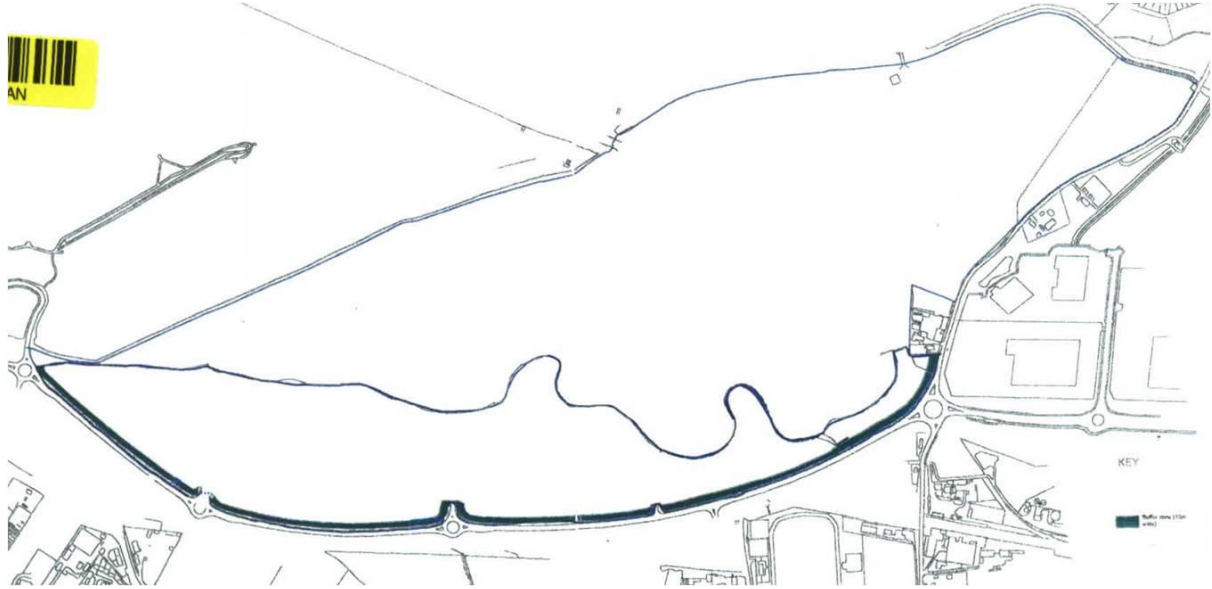
This includes costs not covered elsewhere.

### 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 2023

Category	Budget 2023	Expenditure 2023
<b>Management</b>		
Staffing	431	522
Management/Supervision	28,642	34,640
Volunteer and Director costs	1,011	1,223
Site Supervisor	6,739	8,151
Health Safety and Environmental	337	408
<b>Total</b>	<b>37,160</b>	<b>44,943</b>
<b>Professional Fees</b>		
Staff Costs – Book Keeping etc		
Legal and external reports	2,696	3,110
Accountancy/Bank Charges	674	778
<b>Total</b>	<b>3,370</b>	<b>3,888</b>
<b>Insurance</b>		
Insurance	4,448	4,597
<b>Total</b>	<b>4,448</b>	<b>4,597</b>
<b>Hard Services</b>		
Trees and Shrub Management	674	403
Ditching and Drainage	-	-
Weed removal	4,044	2,421
Hard Services	11,457	6,859
Equipment Hire	1,348	807
Signage	674	403
Fences	674	403
<b>Total</b>	<b>18,870</b>	<b>11,296</b>
<b>Soft Services</b>		
Litter Picking	8,087	9,232
Litter Collection [Bins]	4,852	5,539
Contract collection of wheelie bins	1,348	1,539
Pest Control	337	385
Grass Cutting	4,044	4,616
Others Grounds Maintenance Costs.	7,454	8,508
<b>Total</b>	<b>26,121</b>	<b>29,818</b>
<b>Overheads</b>		
Staff Training	337	-
Volunteer Expenses	2,359	624
Office Costs O/H (Light, Heat, Telephone)	1,011	160
Travel and representation	674	-
PPE/Hi Viz/Uniform	674	-
<b>Total</b>	<b>5,054</b>	<b>784</b>
<b>Communications Total</b>		

<b>Other one-off costs - Total</b>	<b>337</b>	<b>673</b>
<b>Bridge Maintenance Fund/Overspend Repayment - Total</b>	<b>2,696</b>	<b>2,056</b>
<b>Grand Total</b>	<b>98,055</b>	<b>98,055</b>

Overspend 2022 carry forward = **£6,753**

Overspend Repayment 2023 =£2,056 \*

**Overspend C/F to 2024 =£4,697**

## ESTATE CHARGE REPORT - Apportionment Matrix 2023

Lease	Lease Area (Sq Ft)	Proportion %	Budget Share 2023
Pub Plot	43,560	0.0280	£2,742.80
Aldi Plot	91,476	0.0587	£5,759.89
Hotel Plot	95,832	0.0615	£6,034.18
Bauer Plot	156,816	0.0732	£7,177.64
KFC Plot 1	21,780	0.0140	£1,371.40
KFC Plot 2	35,284	0.0227	£2,221.69
*Westleigh Plot A	51,585	0.0331	£3,248.11
*Westleigh Plot B - Great Places	148,355	0.0953	£9,341.35
Snaefell Plot	21,780	0.0140	£1,371.40
Rose & Thickett Plot	32,670	0.0210	£2,057.10
Harron Plot (Phase 1)	153,331	0.0985	£9,654.67
Onward Plot	108,900	0.0699	£6,857.02
Harron Plot (Phase 2)	89,734	0.0576	£5,650.21
Taylor Wimpey Plot	143,748	0.0923	£9,051.26
Strata Plot	192,535	0.1236	£12,123.20
Harron Plot (Phase 3)	121,968	0.0783	£7,679.86
Play Valley Plot	43,560	0.0280	£2,742.80
Car Parks/Remainder(Covered by Manvers Trust)	4,356	0.0303	£2,970.74
	<b>1,557,270</b>	<b>1.0000</b>	<b>£98,055.33</b>

. \* Car Parks and other land