

Ralph Allen Yard, Information Centre - Endowment Calculation

	Monthly (£)	Annually (£)	
Expenditure			
BANES			
BANES management fee 7.5% of annual costs (excluding contingency)			
Sinking fund for major repairs and replacement i.e. building cost £380k; therefore assume 2.5% pa.	116.97	1,403.66	1,403.66
Buildings Insurance assume £40 per month	791.67	9,500.00	9,500.00
Sinking Fund to replace IT and furniture Cost of IT and furniture to be transferred with building is circa £12k	40.00	480.00	480.00
Service Charge Payable to Management Co. responsible for common areas. R.A.Y Management Co Ltd confirmed charge for IC is £99.06 pa	83.33	1,000.00	1,000.00
	8.26	99.06	99.06
			12,482.72
	(Landlord Annual Costs)		
CDSLTrust			
Building Business Rates estimated £7.5k pa but as a charity should qualify for some relief.	625.00	7,500.00	7,500.00
Utilities - gas, water and electricity The benchmark assumption for a standard commercial building is £15/sqm, therefore £1,500 pa However it is considered that the efficient design and rain water harvesting will reduce this bill by £200 pa In addition it is assumed that the PV cells will generate an income of £550pa, which will be paid by the council to the Trust annually	108.33	1,300.00	1,300.00
Contents Insurance assume £40 per month	40.00	480.00	480.00
General repairs and maintenance fixtures, fittings, facilities, equipment; £100k fit-out / 0.5% pa IT equipment?	62.50	750.00	750.00
Cleaning assume during main season (25 weeks) the facility is cleaned twice per week, 3 hours per week @ 10/hr. = 750 pa During out of season (25 weeks) facility is cleaned once per week, 1.5hr per week @ £10/hr. = £375 pa Total cost pa £1,125 pa (no cleaning for 2 weeks in year)	93.75	1,125.00	1,125.00
Operation Staffing Expect to be mostly voluntary, but allow 7 hours per week for care taker @ £6.19/hr.	190.12	2,281.44	2,281.44
Business Manager Assume a marketing consultant employed at £30/hr. to secure 10 events per year; working for 1 day (7 hours) per event i.e. 7x10x£30 = £2,100 pa	175.00	2,100.00	2,100.00
Staff training i.e. annual health and safety training	7.50	90.00	90.00
Insurance - visitor health and safety assume £50 per month	50.00	600.00	600.00
Professional Fees - solicitors, accountants to prepare accounts, review leases, audits etc.	62.50	750.00	750.00
Marketing advert, posters, leaflets, website etc.	100.00	1,200.00	1,200.00
Merchandise, purchase pens, key rings, magnets, food etc. (to sell for 20% profit)	41.67	500.00	500.00
Admin / Stationery IT, printer, phones, paper, envelopes, pens etc.	25.00	300.00	300.00
IT Service contract This allows for x1 Blackbox call out event pa, which will be a 3 hour slot charged at £260.	21.67	260.00	260.00
Sundries tea, coffee when renting out rooms for meetings	30.00	360.00	360.00
Bank Charges For operating a business account	5.00	60.00	60.00
Contingency 5% of total estimated costs	61.49	737.82	737.82
			20,394.26
	Tenant Annual Operational Costs est.		
Total Outgoings	2,739.75	32,876.98	