

Annex 1: Rosemont Warden's Handbook

1 Introduction

- Congratulations on your appointment as the Warden!
- Wardens play a vital role in the running of the house.
- Wardens should aim to be:
Friendly, Approachable, Available, Reliable, Conscientious, Trustworthy, Resourceful and should use their own initiative.
- Wardens must, at all times uphold the rules of the house and any breach of rules by Warden is unacceptable.
- Wardens are leaders, and leaders lead by example.

2 Rosemont Regulation

- Wardens should read “Rosemont Regulation” and must be fully conversant with it.
- Please make sure you read Section 5 of the Rosemont Regulation thoroughly, which details the Post of Warden and Associated Responsibilities.
- Make sure that this Regulation is also displayed at the house in a place clearly seen by all Tenants and Visitors.
- If you have any queries or need further clarification please contact any member of the Central Committee.

3 Tenancy Agreements

- It is the duty of the warden to issue Tenancy Agreements to all the Tenants in the house.
- A copy of the Tenancy Agreement is given in Appendix 2 of the Rosemont Regulation.
- Make sure all the fields marked with (*) are complete and the Tenancy Agreement is signed by the tenant and MSA (UK)
- All Tenancy Agreements must be filed accordingly and stored in a portable filing cabinet.

4 Rent Collection

- All rents are collected by Standing Order on or before 10th of every month.
- Any payments received after the 10th will incur late payment charge, i.e. 5% of the rent unless a prior agreement has been made with the warden.
- Receipts must be issued for all payments for anything.

- All payments must be recorded on the Monthly Financial Statement (See Appendix 3)

5 Visitors

- In accordance with clause 4.3.4 of the Rosemont Regulation any visitor who is Council Tax exempted can stay at the House for a maximum of 30 nights during the Academic Year (21 September to 21 June the following year) free of charge
- The Visitors are encouraged to donate generously to the Rosemont Fund, which is opened to collect money to use towards the maintenance costs of the House.
- The visitors are charged in accordance with Schedule 1 of the Rosemont Regulation during the Summer Period (22 June to 20 September the same year)
- Tenants can accommodate guests in their rooms for a maximum of 3 (three) consecutive nights, and only 9 (nine) nights per Academic Year.
- Warden must make sure the Tenants and Visitors act properly in accordance with the Rosemont Regulation, and more specifically the clauses 4.3.2., 4.3.3., 4.3.7, 4.7 and 4.13, 4.15, 4.16, and 4.19.
- All visitors, upon arrival, must be advised to sign in the Visitors Book as shown in Appendix 1
- All visitors, at or prior to departure, must be advised to pay the incurred charges, if applicable and/or sign out in the Visitors Book as shown in Appendix 1
- The Summer Warden must collect Visitor Charges in accordance with Schedule 1 of the Rosemont Regulation
- Receipts must be issued for all payments received.
- All payments received must be recorded in the Monthly Financial Statement (See Appendix 3)

6 Rosemont Fund

- Warden must encourage Visitors and Tenants to donate generously to the Rosemont Fund on a regular basis
- Any income received to the Fund must be included in the monthly statements sent to MSA(UK) Central Committee
- A receipt must be given to anyone donating any amount to the Rosemont Fund. The receipt should bear the official stamp of MSA(UK)
- If cheques are paid by anyone, all cheques must be made to “Maldivian Students’ Association – UK”

7. Meeting with Central Committee

- MSA(UK) Central committee will invite the Warden to take part in selected meetings of the Central Committee during which various matters related to the House will be discussed. The invitation will be given at least 7 days before the date of the meeting. The Warden must take part in these meetings. The purpose of these meetings is to maintain a close and friendly relationship between the

Central Committee and the Warden and to share the information regarding various issues related to the house with the Central Committee and the Warden.

8 Paying of Bills

- Lists of the bills are detailed in Appendix 2.
- Details of any additional bills will be informed by MSA (UK).
- If you need money to settle the bills, contact MSA (UK) with the details and amount required.
- Bills can be paid at your bank, nearest post office or online.
- Make sure all bills and receipts are stored in the portable filing cabinet provided.

9 Council Tax

- You must collect the Council Tax exemption certificates from all the Tenants and send to Barnet Council within 6 weeks of starting the tenancy.
- The contact details of the Council Tax office is given below:

| | |
|-----------------|--|
| Postal Address: | Council Tax PO Box 329 Sale M33 6XR |
| Tel: | 020 8359 2608 |
| Fax: | 020 8359 2273 |
| Email: | Local.taxation@barnet.gov.uk |

10 Monthly Financial Statement

- All income and expenses must be recorded on a monthly basis as shown in Appendix 3.
- This is to ensure transparency and financial accountability of revenues and expenses are maintained.
- Records of the finances must be sent to MSA (UK) on a monthly basis before the 15th of the next month.
- All records must be sent to committee@msa-uk.org.
- Monthly accounts must also be displayed at the house in a place clearly seen by all residents and visitors.
- All cash/cheque(s) must be deposited in to the MSA (UK) account at the end of every month.
- An annual statement showing the summary of income and expenditure must be prepared and handed over to the MSA (UK) Central Committee before your term of Wardenship finishes, together with the copies of the separate monthly statements

11 Depositing Money into MSA-UK Account

- All cheques must be made to “Maldivian Students’ Association – UK.
- All cash/cheque(s) can be paid with the MSA-UK pay-in slips provided.
- You can also pay by filling a pay-in slip at any Barclay’s Bank with the following details.

Account Name: Maldivian Student Association UK
Bank: Barclay Bank
Branch: Whetstone & Finchley Business Centre Branch
Account No:
Branch Sort Code:

- Retain the confirmation slips of all deposits made.

12 Maintenance

- Be conscious on a daily basis of the maintenance of the house (e.g. lights in the hallway, bathroom, and living room).
- Ensure that maintenance problems are written on the “Maintenance Job Request Form” provided in Appendix 4
- Bring any maintenance outstanding issues for more than four weeks to the attention of MSA-UK.
- Display a copy of Maintenance Job Request Form in a place clearly seen by all tenants.
- Please note that spending over £100 needs prior approval from MSA (UK).

13 Emergency Contacts

- In any Emergency Call: 999
- Gas Leak: 0800 111 999
- Crime Stoppers: 0800 555 111
- All emergency contact numbers of any services, e.g. electricity or gas contact the telephone numbers can be found on the back of the bill.

14 Inventory

- Up-to-date inventory list will be handed over by MSA (UK) when starting your wardenship.
- Record any damage/missing items immediately.
- Up-to-date list will be required to handover to MSA-UK on completing your term as the Warden.

15 Meal Charges

- Visitors who wish to take meals with the Tenants should make such arrangements through the Warden.
- Visitors have the right to use the kitchen facilities to prepare their own food (they do not necessarily have to share with the Tenants).
- The Warden shall charge only upto the amount spent on buying the day's food (i.e. the total cost for buying food at a given day divided amongst the people taking meals on the day).
- Involve Tenants/Visitors in cooking and washing-up.

16 MSA (UK) Gatherings

- Prior notice of any gathering will be given by MSA-UK.
- Inform all Tenants about the gatherings and keep them up-to-date with progress or any changes.
- Make necessary arrangements and provide full support to accommodate members/visitors attending such gatherings.

17 Cleanliness of the house

- Cleanliness must not be left to chance!
- The burden of cleaning the communal areas must be distributed evenly among the Tenants.
- Produce a cleaning Rota or at least indicate to the residents when their turn is due.
- Encourage visitors to help the residents in maintaining the cleanliness of the House and

18 Arrest or taking into Custody

- The arrest or taking into custody of a tenant must be informed immediately to MSA (UK) and High Commission.

19 Threats/Suspicious Articles

- If you or a member of the residence receives a Bomb Threat – notify the Police on 999, MSA (UK) and the Maldives High Commission immediately.
- Any other threat(s) to Tenants should be taken seriously and reported. This includes any violent behaviour of Tenants/Visitors.

20 Fire Fighting Equipment & Procedures

- Make sure all fire fighting equipment at the house; including fire extinguishers are full and serviceable (pins are still sealed).
- Report any unserviceable equipment to MSA (UK) immediately.
- Make sure all Tenants are briefed about the emergency exists of the house.
- Keep hallways and exits clear of any obstructions to enable evacuation in case of an emergency.

21 Leave of Absence

- Wardens may be granted leave to be absent from the house, only by prior arrangement with MSA (UK).

22 Master Keys

- Ensure that the master key(s) is kept in a safe place at all times.
- Do not keep it on your general bunch of keys.
- Never take the master keys out of the house.

23 Post

- All posts received to the house must be kept in the post box in the hallway.
- No Tenant or Visitor should open a post not belonging to him/her.
- Any member who wanted to use Rosemont as a temporary delivery address for the delivery of any item should inform the warden before doing so. He/She should clearly inform the warden what the materials in the package are. If a post is received before it has been informed then it must be returned to the sender. [Note: Delivery of an unknown or uninformed items can be taken seriously.]
- Posts addressed to MSA (UK) must be kept with the warden and notified to MSA (UK) in a timely manner.

24 Prayer times & Direction of Qibla

- Prayer times can be obtained from the nearby Finchley Central Mosque. A monthly Prayer Timetable should be posted, every month, at a place clearly visible to all residents.
- Make sure all Tenants are informed about the direction of Qibla.

25 Information of Tenancy

- As the warden of the house, students may contact you for information on how to become a Tenant.

- Direct them to the MSA-UK website, www.msa-uk.org where they will find all the information on how to apply for tenancy.

26 Use of Shed

- Warden must ensure the shed is used and maintained in accordance with Clause 4.18 of the Rosemont Regulation. A shed Log book shall be maintained by the Warden in which the following details are recorded about the person whose belongings are being stored at the shed and about the belongings itself:
 - a) Name, address and contact telephone number of the person whose belongings are stored
 - b) Date at which the belongings are entered into shed
 - c) Number of boxes/suitcases etc being stored
 - d) Reason for storage (eg: summer storage, completed studies, moving home etc)

Appendix 3: Monthly Financial Statement

SAMPLE

Monthly Financial Statement
9 Rosemont Avenue, London, N12 0BY

| | | |
|---|---------------|---------------------------|
| Month: | October 2005 | |
| Income | £ | Notes |
| Rent | | |
| Large Room | 300.00 | Paid on 2nd Oct 2005 |
| Medium Room | 275.00 | Paid on 15th Oct 2005 |
| Small Room | 250.00 | Paid on 3rd Oct 2005 |
| Late Payment Charges | | |
| Large Room | 0.00 | |
| Medium Room | 13.75 | Paid on 15th Oct 2005 |
| Small Room | 0.00 | |
| Visitor Charges (Provide details & retain receipts) | | |
| Mr Mohamed Ali | 3.00 | One Night |
| Mr Ibrahim Ahmed | 6.00 | Two Nights |
| Total Income | <u>847.75</u> | |
| Expenditure | £ | Notes |
| Bills | | |
| Electric Bill | 52.00 | Bill paid on 20/10/05 |
| Gas Bill | 65.00 | Bill paid on 15/10/05 |
| Water | 56.00 | Bill paid on 15/10/05 |
| Sewerage | 26.00 | Bill paid on 15/10/05 |
| Internet Charges | 0.00 | |
| TV licence | 0.00 | |
| Cable TV | 0.00 | |
| General Maintenance (Provide Details & retain receipts) | | |
| Replacement of kitchen bulbs | 10.00 | Paid to Waitrose 16/10/05 |
| Cleaning liquid | 20.00 | Paid to Waitrose 18/10/05 |
| Total Expenses | <u>229.00</u> | |
| Amount Deposited to MSA(UK) | <u>618.75</u> | |

