



JOHNSON FELLOWS
CHARTERED SURVEYORS

42/48 Clayhanger Lane,

Brownhills,

Walsall,

West Midlands, WS8 7DT

Service Charge Budget Report

29th September 2020 to

28th September 2021



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Introduction

The service charge budget report is intended to provide details of the planned expenditure for the forthcoming service charge year.

A service charge is necessary due to there being communal structures, services and areas.

The Property

The property comprises of two single-storey buildings. The larger building is occupied by Midcounties Coop and trades as a convenience store. The other building is in multiple occupation, comprising three shop units. In between the two buildings is a shared gated service yard and to the front is a car park. A section of car park to the side of the larger building has been fenced off.

The common parts serving the whole property include the car park, service yard, soft landscaped areas and the boundary walls/fences. The communal systems include the external lighting and pump for the drains. The main structure and the external elements of the smaller building is communal to just those tenants who occupy one of the three units.

Voids and Concessions

The service charge for any void lettable units or attributable to any service charge concessions is the responsibility of the Landlord.

VAT

The Landlord has elected the property for VAT.

The service charge has VAT charged at the standard rate.

Banking

Due to the general level of service charge funds, they are not maintained within a discrete bank account. The funds are held within the Johnson Fellows Clients Account which is maintained with Barclays Bank plc. As a consequence, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.

Reserve Fund

A reserve fund has not been established.

Service Charge Objectives

The object of this budget report is to provide clear explanation of the planned service charge expenditure on a not for profit/not for loss basis. It is also to promote clarity and transparency and to allow the leaseholders to budget accurately for the forthcoming year.

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We encourage leaseholders to provide comments on the format and/or the information contained in this report which would assist in the report being improved for the benefit of all concerned. We would also welcome constructive feedback on the communal services provided at the property.

As Managing Agents, Johnson Fellows aim to provide a high-quality management service in order to provide a well-maintained environment, and delivering value for money for the service charge expenditure.

The service charge is administered having regard to Service Charges in Commercial Property.

Management Team

Facilities Manager:

Chris Monteith
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0409
Mobile: 07786 072 755
Email: chris.monteith@johnsonfellows.co.uk

Chris Monteith is responsible for the repair and maintenance of the property and statutory compliance.

Management Surveyor:

Neil Wetherell
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0406
Mobile: 07836 313 914
Email: neil.wetherell@johnsonfellows.co.uk

Neil Wetherell is responsible for the overall management of the property.

Service Charge Accountant:

Rebecca Glover
Client Accounts
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0405
Email: rebecca.glover@johnsonfellows.co.uk

Rebecca Glover is the client accountant responsible for this property.

Service Charge Apportionment

Not all common parts of the property serve all occupiers, for this reason we have adopted a number of service charge schedules.

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The car park, service yard, lighting and drain pumps serve all units and the apportionment of these costs are contained in Schedule 1.

The external and structural common parts of the building in multiple occupation benefits only the occupiers of the building. These costs are allocated to Schedule 2.

All tenant's apportionment percentages for each schedule are noted within the Service Charge Apportionment detailed in Appendix A.

Budget Commentary

SCHEDULE 1 – General

All figures are shown net of VAT

- **Cleaning** **£2,100**

The contract cost for the twice weekly clean of the car park and a small contingency for the removal of fly tipping. The contract has been re-tendered and placed with Toms Cleaning and Garden Services, a local contractor. This contract also includes the maintenance of the soft landscaped areas, the cost of which is also included in this budget. The budget has been reduced as a result of the new contract, whilst still having a contingency for any reactive works required.

- **Drain Maintenance** **£1,700**

The contract for the maintenance of the drainage pump which has been re-tendered. The contract now includes two service visits per year to attend to the pumps and one flush of the surface water drains. There is also a small contingency for reactive repairs. These arrangements are considered adequate following the repairs completed during the year ending September 2019.

- **Electrical Repairs** **£2,500**

The planned re-lamp with new LED light fittings has been deferred to this new service charge year as the budget costs have been firmed up. This work will improve the efficiency of the external lighting and reduce maintenance and consumption costs.

- **Landscape - External** **£0**

The cost for the maintenance of the soft landscaped areas are now included in the cleaning budget where the works are undertaken by a single contractor on one contract.

- **Repairs – External** **£600**

A budget for reactive repairs to the car park, service yard and boundaries.

- **Gritting** **£1,500**

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The budget for the gritting of the car park, service yard and pedestrian walkways.

- **Electric Supply** **£253**

We have confirmed that the communal electric supplying the external communal lighting is not sub-metered. A fixed annual contribution linked to RPI is to be paid which will avoid the cost of installing a new sub-meter.

- **Statutory Compliance** **£500**

The budget for the annual health and safety audit of the common parts of the property.

- **Audit Fee** **£350**

The service charge code provides for the service charge accounts to be certified on an annual basis. This cost covers the fee raised by the accountants for certifying the year end service charge accounts.

Feedback is requested from each tenant if they would be agreeable to the service charge not being certified which would result from a cost saving.

- **Management Fee** **£831**

This figure represents 80% of the fee to manage the property and administer the service charge detailed in Schedule 1 which is indexed linked annually to RPI.

- **Facilities Management** **£429**

The figure represents the facilities managers fee to administer the maintenance contracts and organise the repair and maintenance of the common parts. It is a fixed fee indexed linked annually to RPI.

Total

Schedule 1 **£10,763**

Please note this budget is net of VAT at 20%.



SCHEDULE 2 – Building

All figures are shown net of VAT

- **Building Repair** **£500**

The budget for reactive repairs required to the external parts of the building.

- **Decoration – External** **£0**

No external decoration works are planned for this year.

- **Management Fee** **£208**

This figure represents 20% of the fee to manage the property and administer the service charge detailed in Schedule 2 which is indexed linked annually to RPI.

Total

Schedule 2 **£708**

Please note this budget is net of VAT at 20%.

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Management Surveyor

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Facilities Manager

11th August 2020

11th August 2020

.....
Dated

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Dated



Appendix A

42/48 Clayhanger Lane, Brownhills, Walsall, WS8 7DT (02132)

Service Charge Apportionment

29th September 2020 to 28th September 2021

Unit	Schedule	Percentage
42 Clayhanger Lane	1	9.00%
44 Clayhanger Lane	1	9.00%
46 Clayhanger Lane	1	9.00%
D3-427 42/48 Clayhanger Lane	1	73.00%
1 Total		100.00%
42 Clayhanger Lane	2	33.34%
44 Clayhanger Lane	2	33.33%
46 Clayhanger Lane	2	33.33%
2 Total		100.00%

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Appendix B

42/48 Clayhanger Lane, Brownhills, Walsall, WS8 7DT (02132)

Service Charge Variance

29th September 2020 to 28th September 2021

The property is VAT registered. Figures for Schedule 1 shown net of VAT.

Service Charge Item	Schedule	Actual 2018/2019	Budget 2019/2020	Budget 2020/2021	Budget v Budget Variance %	Budget v Budget Variance £
Cleaning	1	£ 3,784	£ 3,500	£ 2,100	-40%	-£ 1,400
Pest Control	1	£ -	£ -	£ -	N/A	£ -
Drain Maintenance	1	£ 5,925	£ 2,900	£ 1,700	-41%	-£ 1,200
Electrical Repairs	1	£ 100	£ 1,000	£ 2,500	150%	£ 1,500
Landscape - External	1	£ 280	£ 560	£ -	-100%	-£ 560
Repairs - External	1	£ 380	£ 638	£ 600	-6%	-£ 38
Gritting	1	£ 1,488	£ 750	£ 1,500	100%	£ 750
Electricity Supply	1	£ 250	£ 250	£ 253	1%	£ 3
Statutory Compliance	1	£ 500	£ 500	£ 500	0%	£ -
Audit Fees	1	£ 350	£ 350	£ 350	0%	£ -
Management Fees	1	£ 1,000	£ 822	£ 831	1%	£ 9
Facilities Management	1	£ 413	£ 424	£ 429	1%	£ 5
1 Total		£ 14,470	£ 11,694	£ 10,763	-8%	-£ 931
Building Repair	2	£ -	£ 500	£ 500	0%	£ -
Decoration - External	1	£ -	£ -	£ -	N/A	£ -
Management Fees	2	£ -	£ 206	£ 208	1%	£ 2
2 Total		£ -	£ 706	£ 708	0%	£ 2
Grand Total		£ 14,470	£ 12,400	£ 11,471	-7%	-£ 929

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