



**JOHNSON FELLOWS**  
CHARTERED SURVEYORS

60-63 High Street

Egham

Surrey

TW20 9EX

Service Charge Budget Report

24<sup>th</sup> June 2017 to 23<sup>rd</sup> June 2018



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Johnson Fellows. Charter House, Newhall Street, Birmingham, B3 1SW





## **Introduction**

This report has been produced by Johnson Fellows on behalf of the Landlord, Tesco Stores Ltd. It is intended to provide details of the planned expenditure for the service charge period 24<sup>th</sup> June 2017 to 23<sup>rd</sup> June 2018.

Enclosed within this report is a copy of the Service Charge Variance Schedule and Service Charge Apportionment Schedule.

The service charge is administered having regard to RICS Practice Standards; Service Charges in Commercial Property; 3rd Edition, Code of Practice.

## **The Property**

The property is located on Egham High Street, approximately half a mile from the A30 Egham By-Pass, which leads to Junction 13 of the M25 Motorway one mile to the north.

The property is of steel framed construction with brick elevations. It is part single storey and part three storey. The ground floor consists of a Tesco Superstore. There are first and second floor offices above to the front section of the building.

The offices are accessed via a separate entrance from High Street. The entrance foyer leads to a dedicated communal staircase. Male and female toilets are provided at first and second floor landing levels.

The communal services provided for the property consist of the upkeep and maintenance of the internal office entrance, staircase and toilets, electricity and gas supplies, associated statutory compliance and the external upkeep of the front section of the building to which the offices form part. Tesco is directly responsible for the maintenance of the structure and roof for the rear single storey Superstore.

## **Service Charge Objectives**

The objective of Johnson Fellows as Managing Agent is to provide a high quality management service. In so doing we aim to provide a well maintained environment, delivering value for money for the service charge expenditure.

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

Should any occupier have comments on the format, or the information contained in this report which would assist in the report being improved for the benefit of all concerned, these comments would be welcomed. We would also welcome constructive feedback on the communal services provided at the property.



### **VAT**

The property is elected for VAT, consequently the expenditure stated within this report is net of VAT.

### **Voids and Concessions**

Where any void units exist, the responsibility for the service charge rests with the Landlord. The second floor offices are currently vacant.

### **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.

Interest charged on the late payment of service charge by tenants is to be credited to the service charge.

### **Reserve Fund**

There is no reserve fund.



### **Service Charge Apportionment**

The apportionment for each schedule is detailed within the Service Charge Apportionment Schedule attached at Appendix A.

Schedule One            Office Occupiers Only

Schedule Two           All Occupiers

There are two separate schedules set up. The occupiers of the first and second floor offices contribute towards Schedule One. All occupiers contribute towards Schedule Two.

The apportionment percentages are calculated based on net internal floor areas. Costs that are shared between both schedules for items such as Management and Auditors Fees have been apportioned between the schedules based approximately on the total expenditure within each schedule.



## **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](mailto:chris.monteith@johnsonfellows.co.uk)

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

### Management Surveyor:

Ian Starbuck  
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW  
Direct Dial: 0121 234 0462  
Mobile: 07887 745 635  
Email: [ian.starbuck@johnsonfellows.co.uk](mailto:ian.starbuck@johnsonfellows.co.uk)

Ian Starbuck 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](mailto:rebecca.glover@johnsonfellows.co.uk)

Rebecca Glover is the client accountant responsible for this property.



## **Budget Commentary**

### ***SCHEDULE 1 – Office Occupiers Only***

***All figures are shown net of VAT***

- **Internal Cleaning** **£1,500.00**

The cost heading is for the twice weekly clean of the common areas and toilets. The operative is on site for 2 hours per week. An additional allowance is included for any ad hoc unforeseen works. The budget has been maintained at the same level.

- **Cleaning Materials** **£300.00**

The cost heading is for the purchase of cleaning consumables such as toilet roll, soap and paper towels. It has been maintained at the same level.

- **Internal Repair** **£3,000.00**

The budget provides a contingency sum for any unforeseen ad-hoc items of repair and maintenance. In addition, the budget has been increased for the current year to allow for the repairs of the internal water storage tank as identified in the water risk assessment.

- **Access System** **£300.00**

The budget provides for the annual maintenance contract for the intercom/door entry system. It has been maintained at the same level.

- **Fire Prevention** **£1,000.00**

The cost heading allows for the annual maintenance contract for the fire alarm together with any unforeseen repairs. It has been maintained at the same level.

- **Mechanical & Electrical Maintenance** **£2,500.00**

The budget figure allows for the annual boiler service, the service of the toilet heater, water temperature testing, emergency lighting testing, together with any unforeseen maintenance and re-lamping. It has been maintained at the same level.

- **Statutory Compliance** **£700.00**

The budget provides for the completion of the mandatory gas safety certificate and health & safety audit. It has been reduced for the current year following the completion of the fire risk assessment last year.

- **Electrical Supply** **£1,000.00**

The cost heading allows for the electricity consumption within the common parts. It has been maintained at the same level.



- **Gas Supply** **£6,500.00**

The cost heading allows for the gas consumption within the offices. It has been increased for the new year following investigation into the Tesco group rate contract.

- **Window Cleaning** **£500.00**

The budget figure allows for the bi-annual external cleaning of the windows to the office entrance hall and upper floors. It has been maintained at the same level.

- **Water Charges** **£600.00**

The budget heading allows for the anticipated cost of the water rates for the offices.

- **Audit Fee** **£352.00**

The RICS Service Charge Code of Practice states that service charge accounts for commercial properties are to be independently certified on an annual basis. The Accountants fee for certifying the year end service charge account is £400.00. This has been split between both schedules.

- **Facilities Management** **£1,100.00**

The figure represents the costs incurred to organise and supervise the various contracts in place, dealing with items of maintenance, ensuring compliance. The total fixed fee is £1,250.00 and is split between both schedules.

- **Management Fee** **£2,306.00**

This figure represents the costs incurred for the management of the property, administration of the service charge and completing periodic inspections. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual review or indexation. The total fixed fee is £2,621.00 and is split between both schedules.

**Total**

- Schedule 1** **£21,658.00**



## **SCHEDULE 2 – All Occupiers**

**All figures are shown net of VAT**

- **Statutory Compliance** **£300.00**

The cost heading provides for the annual lightning conductor test. It has been maintained at the same level.

- **Building Repair** **£1,500.00**

The budget provides a contingency sum for any unexpected external repairs that may need to be carried out. It has been maintained at the same level.

- **Drain Maintenance** **£650.00**

The budget allows for the annual cleaning of all rainwater goods. It has been maintained at the same level.

- **Audit Fee** **£48.00**

The RICS Service Charge Code of Practice states that service charge accounts for commercial properties are to be independently certified on an annual basis. The Accountants fee for certifying the year end service charge account is £400.00. This has been split between both schedules.

- **Facilities Management** **£150.00**

The figure represents the costs incurred to organise and supervise the various contracts in place, dealing with items of maintenance, ensuring compliance. The total fixed fee is £1,250.00 and is split between both schedules.

- **Management Fee** **£315.00**

This figure represents the costs incurred for the management of the property, administration of the service charge and completing periodic inspections. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual review or indexation. The total fixed fee is £2,621.00 and is split between both schedules.

### **Total**

**Schedule 2** **£2,963.00**



.....  
Facilities Manager

Dated 5<sup>th</sup> June 2017

.....  
Partner

Dated 5<sup>th</sup> June 2017



**Appendix A**

**60-63 High Street, Egham, Surrey**

**Service Charge Apportionment Schedule**

**24th June 2017 to 23rd June 2018**

<b>Floor</b>	<b>Schedule</b>	<b>Area Sq Ft</b>	<b>Percentage</b>
First Floor	1	2,810	50.40%
Second Floor	1	2,765	49.60%
<b>1 Total</b>		<b>5,575</b>	<b>100.00%</b>
Ground Floor	2	2,810	33.51%
First Floor	2	2,810	33.51%
Second Floor	2	2,765	32.98%
<b>2 Total</b>		<b>8,385</b>	<b>100.00%</b>

Shared costs are split based on 88% Schedule 1 and 12% Schedule 2



## Appendix B

**60-63 High Street, Egham, Surrey**

**Service Charge Variance Schedule**

**24th June 2017 to 23rd June 2018**

The property is VAT registered. Figures for all schedules are shown net of VAT.

Service Charge Item	Schedule	Budget 2016-17	Budget 2017-18
Internal Cleaning	1	£ 1,500.00	£ 1,500.00
Cleaning Materials	1	£ 300.00	£ 300.00
Internal Repair	1	£ 1,500.00	£ 3,000.00
Access System	1	£ 300.00	£ 300.00
Fire Prevention	1	£ 1,000.00	£ 1,000.00
Mechanical & Electrical Maintenance	1	£ 2,500.00	£ 2,500.00
Statutory Compliance	1	£ 1,500.00	£ 700.00
Electrical Supply	1	£ 1,000.00	£ 1,000.00
Gas Supply	1	£ 4,000.00	£ 6,500.00
Window Cleaning	1	£ 500.00	£ 500.00
Water Charges	1	£ 600.00	£ 600.00
Audit Fee	1	£ 320.00	£ 352.00
Facilities Management	1	£ -	£ 1,100.00
Management Fee	1	£ 2,026.00	£ 2,306.00
	<b>1 Total</b>	<b>£ 17,046.00</b>	<b>£ 21,658.00</b>
Statutory Compliance	2	£ 300.00	£ 300.00
Building Repair	2	£ 1,500.00	£ 1,500.00
Drain Maintenance	2	£ 650.00	£ 650.00
Audit Fee	2	£ 80.00	£ 48.00
Facilities Management	2	£ -	£ 150.00
Management Fees	2	£ 506.50	£ 315.00
	<b>2 Total</b>	<b>£ 3,036.50</b>	<b>£ 2,963.00</b>
	<b>Grand Total</b>	<b>£ 20,082.50</b>	<b>£ 24,621.00</b>