



JOHNSON FELLOWS
CHARTERED SURVEYORS

Borough Court

Grammar School Lane

Halesowen

West Midlands

B63 3SW

Service Charge Budget Report

1st January 2016 to

31st December 2016



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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, Artistic Trims Ltd. It is intended to provide details of the planned expenditure for the service charge period 1st January 2016 to 31st December 2016.

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 Grammar School Lane, which adjoins Old Hawne Lane. The property is a short distance from the A458 Stourbridge Road and the main Halesowen town centre.

Borough Court is a courtyard style development providing a mixture of single and two storey buildings of varying ages. There are a variety of uses including offices, light industrial and a gymnasium. In addition to the courtyard buildings, there is an adjacent plot of land used for display purposes.

The communal areas of the estate include the car park and rear walkways. Under the terms of the individual leases, the maintenance of the roof and building structure is also provided for under the service charge provisions.

Voids and Concessions

Where any void units exist, the responsibility for the service charge rests with the Landlord. There are currently no voids.

VAT

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

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

It is proposed that a Reserve Fund be introduced for the forthcoming year. The Reserve Fund will be held in a discrete bank account in order to obtain interest on the retained funds.



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.



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:

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

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

Rebecca Glover is the client accountant responsible for this property.



Service Charge Apportionment

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

The service charge expenditure is contained under a single schedule that all courtyard occupiers contribute towards, reflecting the benefit of the services provided. The occupier of the adjacent land does not contribute towards the service charge.

The apportionment percentages are calculated based on net internal floor areas. The percentages have been adjusted slightly for the forthcoming year from those inherited from the previous managing agents.



Budget Commentary

SCHEDULE 1 – All Courtyard Occupiers

All figures are shown net of VAT

- **External Cleaning** **£1,400.00**

The heading reflects the cost of the contract for litter picking, sweeping, weed control and the removal of any fly tipping across the main car park and the rear fire escape routes. The contract provides for two visits per month (24 per annum). The contract is held by Holder Site Management Ltd and has been maintained at the same level.

- **Landscaping** **£800.00**

The cost heading provides for the annual pruning of the 9 beech trees to the front of the estate. This is undertaking in late autumn and includes the provision of access equipment and the removal of debris. The cost also includes the annual clearance of the fire escape route to the rear of units 7, 8 & 9. The contract is held by Holder Site Management Ltd and has been maintained at the same level.

- **Refuse** **£2,200.00**

The budget provides for the waste collection contract for the weekly collection of the tenant's waste and recycling. The contract is held by Commercial Waste Recycling and has been maintained at the same level.

- **Building Repairs** **£4,500.00**

The budget provides for the cost of any repairs and maintenance works in respect of the structure of the buildings and the car park. The main anticipated works during the service charge year include the installation of an aco drain at the lower end of the car park to prevent flooding.

- **Water Charges** **£1,000.00**

The cost heading provides for the water charges levied at the estate by South Staffordshire Water Plc.

- **Reserve Fund** **£1,000.00**

It is proposed that a Reserve Fund be set up in order to accrue funds for the eventual resurfacing of the car park. A Reserve Fund is aimed at meeting anticipated future costs of maintenance in order to avoid fluctuations in any particular year.



- **Management Fee** **£996.93**

The figure represents the costs incurred for the management of the property and the administration of the service charge, including periodic inspections. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual review or indexation. An annual increase in line with the Retail Prices Index has been applied to the figure inherited from the previous managing agent.

Total

Schedule 1 **£11,896.93**

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Facilities Manager

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Partner

Dated 16th December 2015

Dated 16th December 2015



Appendix A

Borough Court, Grammar School Lane, Halesowen

Service Charge Apportionment Schedule

1st January 2016 to 31st December 2016

Unit	Schedule	Area Sq Ft	Previous %	Revised %
1	1	2,797	18.98%	21.62%
2	1	2,650	21.17%	20.48%
3	1	2,195	17.54%	16.97%
4	1	1,000	7.99%	7.73%
5	1	809	6.46%	6.25%
6	1	1,046	8.36%	8.08%
7	1	955	7.63%	7.38%
8&9	1	1,486	11.87%	11.49%
Total		12,938	100.00%	100.00%



Appendix B

Borough Court, Grammar School Lane, Halesowen

Service Charge Variance Schedule

1st January 2016 to 31st December 2016

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

Service Charge Item	Schedule	Budget 2015	Budget 2016	Budget v Budget Variance £
External Cleaning	1	£ 2,200.00	£ 1,400.00	-£ 800.00
Landscaping	1	£ -	£ 800.00	£ 800.00
Refuse	1	£ 2,200.00	£ 2,200.00	£ -
Building Repair	1	£ 4,500.00	£ 4,500.00	£ -
Water Charges	1	£ 1,000.00	£ 1,000.00	£ -
Reserve Fund	1	£ -	£ 1,000.00	£ 1,000.00
Management Fee	1	£ 990.00	£ 996.93	£ 6.93
Total		£ 10,890.00	£ 11,896.93	£ 1,006.93