



Wing Yip Business Centre

Thimble Mill Lane

Birmingham

B7 5HD

Service Charge

Expenditure Report

1st October 2024 –

30th September 2025

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Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, W Wing Yip & Brothers Property and Investments Ltd. It is intended to provide details of the expenditure for the service charge period 1st October 2024 to 30th September 2025.

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 Professional Statement; Service Charges in Commercial Property; 1st Edition.

The Property

The property is located on the B4132 Thimble Mill Lane within the Nechells district of central Birmingham. It is approximately 2 miles to the north-east of Birmingham City Centre. Direct access is provided to the A38 Aston Expressway with J6 of the M6 Motorway approximately 1 mile to the north.

The Business Centre is a purpose built two storey brick building under a pitched tiled roof. It forms part of the wider Wing Yip Birmingham estate, which includes the Wing Yip Superstore, warehousing, Headquarters and associated surface car parking.

The Business Centre consists of ground floor retail style units with office/business units to the first floor. Occupiers include a mix of restaurant, retail and professional services.

The primary services provided for the property consist of the cleaning and landscaping of the communal parts, building maintenance, waste management and site security.

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 report is to provide a clear explanation of the service charge expenditure a not for profit/not for loss basis. It is also to promote clarity and transparency.

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.

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. Consequently, 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

A Reserve Fund has been inherited from the previous regime. However, there is currently no ongoing collection within the service charge budget. The balance held at the service charge year end was £17,202.64. Funds are held in a discrete bank account in order to obtain interest. The account is maintained with Barclays Bank plc, Kidderminster branch.

The funds will be used for future major items of expenditure.



Service Charge Apportionment

The Service Charge Apportionment Schedule is attached at Appendix A.

Three separate schedules have been adopted. Schedule 1 provides costs for the Business Centre, Schedule 2 the refuse costs excluding the restaurant and Schedule 3 relates to the internal shared corridor for Units 2A, 3A & 3D.

Schedule One	All occupiers
Schedule Two	All occupiers except restaurant
Schedule Three	Units 2A, 3A & 3D only

The apportionment percentages are calculated based on net internal floor areas.



Management Team

Management Surveyor:

Ian Starbuck
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
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.

Facilities Manager:

Daniel Blakeman
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0466
Mobile: 07786 072 755
Email: daniel.blakeman@johnsonfellows.co.uk

Daniel Blakeman is responsible for the repair and maintenance of the property and statutory compliance.

Help Desk Manager:

Jay Chauhan
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
Mobile: 07763 564705
Email: helpdesk@JohnsonFellows.co.uk

Jay Chauhan is the Help Desk Manager and is responsible for dealing with urgent reactive maintenance and repair.

Site Manager:

Ashley Clayton
Mobile: 07860 207 355

Ashley Clayton is on site one day per week and is responsible for landscaping, minor items of repair and maintenance and tenant liaison for urgent matters.

Service Charge Accountant:

Kiesha Gregory
Client Account
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0405
Email: kiesha.gregory@johnsonfellows.co.uk

Kiesha Gregory is the client accountant responsible for this property.

Expenditure Commentary

All figures are shown net of VAT

SCHEDULE 1 - Business Centre Costs - All Occupiers

- **Estate Cleaning (Drainage) £0.00**

The budget allowed for the cleaning of the estate drains. No expenditure was incurred.

- **Pest Control £545.00**

The cost heading is for the pest control contract for the Business Centre with Rentokil. Expenditure came in below budget.

- **External Landscaping £1,995.00**

The cost heading is the Business Centre's contribution towards the grounds maintenance and landscaping of the site as a whole. Expenditure was over budget.

- **External Repairs & Maintenance £5,715.00**

The budget allowed a contingency for any works required to the exterior of the building that would not be covered by the site manager. The main items of expenditure relate to roof repairs. Overall, it was under budget.

- **Electricity £527.04**

The cost heading relates to the electricity consumption for the common areas of the Business Centre. The expenditure was under budget.

- **M&E Maintenance Contract £1,228.92**

The expenditure heading covers the M&E contract for the testing of the external lighting, lightning conductor testing, ladders checks and life safe system. Expenditure was over budget.

- **M&E Repairs £0.00**

The budget heading provided a contingency for repairs to the Landlord's M&E equipment. No expenditure was incurred.

- **Health & Safety £1,050.00**

The budget provided for the completion of an annual health & safety and fire risk assessment. This was completed with expenditure marginally above budget.

- **Staff Costs** **£4,604.00**

The expenditure heading relates to the costs of the Site Manager. The Site Manager is at the property one day per week and is responsible for litter picking, minor items of repair and maintenance and tenant liaison for urgent matters. Overall, we believe that this results in cost savings. The expenditure was slightly over budget due to a rise in contract costs during the year.

- **Gritting** **£564.68**

The budget allowed for the Business Centre's contribution toward the gritting of the estate during the winter months. Expenditure was under budget.

- **Security** **£50,281.58**

The expenditure figure is the Business Centre's contribution towards the 24/7 site security guarding. It came in above budget due to an increase in contract costs.

- **Help Desk** **£514.00**

24 hour/7 day a week Help Desk has been set up to allow all occupiers to speak with a dedicated operative and report urgent items of repair and maintenance. The expenditure is in line with the budget figure.

- **Audit Fee** **£675.00**

The cost heading allows for the year end accounts to be certified by an independent accountant as recommended by the RICS Service Charge Professional Statement. The expenditure was under budget.

- **Management Fee** **£9,649.00**

The expenditure is the costs incurred for the management of the property, administration of the service charge and completing periodic inspections. The RICS Service Charge Professional Statement recommends that this be a fixed fee, subject to annual review or indexation. The fee was in line with the budget.

- **Facilities Management** **£4,566.00**

The figure represents the costs incurred to organise and supervise the various contracts in place, deal with items of maintenance, ensuring compliance and complete regular site inspections. The expenditure is in line with the budget.

Total

Schedule 1 **£81,915.22**



SCHEDULE 2 – Refuse - All occupiers except food operators

- **Waste Management** **£3,426.17**

The expenditure relates to the refuse collection contract for the Business Centre occupiers, with the exception of the restaurant operator, who maintains their own contract. Expenditure was below the budget cost.

Total

Schedule 2 **£3,426.17**

SCHEDULE 3 – Shared Corridor - Units 2A, 3A & 3D

- **M&E Maintenance Contract** **£1,642.77**

The expenditure covers the contract cost for the testing of the fire alarm, emergency lighting checks, distribution boards and main electrical intake. On review of the services provided, a greater proportion of the cost were applicable to this schedule. As a result, the expenditure is over budget.

- **M&E Repairs** **£0.00**

The budget heading provided a contingency for repairs to the Landlord's M&E equipment. No expenditure was incurred under this heading.

- **Cleaning** **£0.00**

The cost heading allowed for the periodic cleaning of the shared staircase. No expenditure was incurred under this heading.

Total

Schedule 3 **£1,642.77**

Expenditure Approval

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Partner

Dated: 19th January 2026



Appendix A

Birmingham Business Centre, 278 Thimble Mill Lane, Birmingham

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/10/2024-30/09/2025

Ref	Unit	Area Sq Ft	Schedule 1	Schedule 2	Schedule 3
0001	Unit 1 Gnd Floor	476.00	2.12	2.33	0.00
0004	Unit 2 Gnd Floor	649.00	2.89	3.18	0.00
0006	Unit 3 Gnd Floor	611.00	2.72	3.00	0.00
0019	Unit 3C Gnd Floor	934.00	4.16	4.58	0.00
0020	Unit 5 Gnd Floor	964.00	4.30	4.73	0.00
0021	Unit 6 Gnd Floor	815.00	3.63	0.00	0.00
0022	Unit 7 Gnd Floor	815.00	3.63	4.00	0.00
0005	Unit 8 Gnd Floor	1,013.00	4.51	4.97	0.00
0007	Unit 9 Gnd Floor	1,232.00	5.49	0.00	0.00
0023	Unit 10 Gnd Floor	724.00	3.23	3.55	0.00
0025	Unit 11 Gnd Floor	679.00	3.03	3.33	0.00
0026	Unit 12 Gnd Floor	856.00	3.81	4.20	0.00
0012	Unit 13 Gnd Floor & 13A 1st Floor	1,352.00	6.02	6.63	0.00
0018	Unit 15 Gnd Floor & 15A 1st Floor	2,484.00	11.07	12.18	0.00
0011	Unit 2A 1st Floor	1,355.00	6.04	6.64	48.60
0009	Unit 3A & 3D 1st Floor	1,433.00	6.38	7.03	51.40
0008	Unit 5A 1st Floor	743.00	3.31	3.64	0.00
0002	Unit 6A 1st Floor	684.00	3.05	3.35	0.00
0003	Unit 7A & 8A 1st Floor	1,551.00	6.91	7.60	0.00
0010	Unit 9A 1st Floor	873.00	3.89	4.28	0.00
0014	Unit 10A 1st Floor	756.00	3.37	3.71	0.00
0015	Unit 11A 1st Floor	718.00	3.20	3.52	0.00
0016	Unit 12A 1st Floor	727.00	3.24	3.56	0.00
	Total	22,444.00	100.00	100.00	100.00



Appendix B

Code	Description	Budget Yr End 2025	Expenditure Yr End 2025	Variance
Wing Yip Business Centre, 278 Thimble Mill Lane, Birmingham Service Charge Expenditure Comparison Recovery Group = sc Reconciliation Period = 01/10/2024-30/09/2025 *Amounts in gbp				
1	Schedule 1			
5100-0101	Management Fee	9,649.00	9,649.00	0.00
5100-0203	S/C Audit Fees	900.00	675.00	-225.00
5100-0302	Help Desk	514.00	514.00	0.00
5100-0308	Building Manager	4,500.00	4,604.00	104.00
5100-0309	Facilities Manager	4,566.00	4,566.00	0.00
5100-0401	Landlords risk assessments, audits & reviews	695.00	1,050.00	355.00
5200-0501	Electricity	2,000.00	527.04	-1,472.96
5300-0901	Security Guarding	42,500.00	50,281.58	7,781.58
5300-1007	Pest Control	1,076.00	545.00	-531.00
5300-1009	External Landscaping	1,800.00	1,995.00	195.00
5300-1010	Snow clearance / Gritting	1,000.00	564.68	-435.32
5300-1016	Drainage	500.00	0.00	-500.00
5400-1201	M&E Maintenance Contract	975.00	1,228.92	253.92
5400-1202	M&E Repairs	500.00	0.00	-500.00
5400-1502	External Repairs and maintenance	6,000.00	5,715.00	-285.00
	Schedule Total	77,175.00	81,915.22	4,740.22
2	Schedule 2			
5300-1014	Refuse Collection	3,600.00	3,426.17	-173.83
	Schedule Total	3,600.00	3,426.17	-173.83
3	Schedule 3			
5300-1001	Internal Cleaning	250.00	0.00	-250.00
5400-1202	M&E Maintenance Contract	500.00	1,642.77	1,142.77
5400-1202	M&E Repairs	500.00	0.00	-500.00
	Schedule Total	1,250.00	1,642.77	392.77
	Total	82,025.00	86,984.16	4,959.16



Appendix C

WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD

**WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS,
BIRMINGHAM**

STATEMENT OF SERVICE CHARGE EXPENDITURE

FOR THE YEAR ENDED 30 SEPTEMBER 2025



bennett whitehouse

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WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM
STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2025

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**INDEPENDENT ACCOUNTANTS' REPORT TO THE LANDLORD OF
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM**

We have reviewed the accompanying statement of service charge expenditure for Wing Yip Business Centre, Birmingham for the year ended 30 September 2025 and a summary of significant accounting policies and notes to the service charge expenditure report set out on page 7 to 8. The statement of service charge expenditure has been prepared by Wing Yip in accordance with guidance issued by the RICS to supplement the RICS code of Practice, Service Charges in Commercial Property (the code).

Managing Agent's responsibility for the statement of service charge expenditure

Wing Yip are responsible for the preparation of the statement of service charge expenditure and for such internal controls as they determine are necessary to determine the preparation of statements that are free from material misstatement, whether due to fraud or error.

Reporting Accountants' responsibility

Our responsibility is to express a conclusion on the statement of service charge expenditure based on the procedures we have performed and the evidence we have obtained. We conducted our review in accordance with the International Standard on Review Engagements (ISRE) 2400, Engagements to Review Historical Financial Statements (Revised). ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the statement of service charge expenditure, taken as a whole, is not prepared in all material respects in accordance with the provisions of the Code of Practice 'Service Charges in Commercial Property' issued by RICS. ISRE 2400 (Revised) also requires us to comply with relevant ethical requirements.

A review of statement of service charge expenditure in accordance with ISRE 2400 (Revised) is a limited assurance assignment. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing. Accordingly, we do not express an audit opinion on the statement of service charge expenditure. As the reporting accountant we have performed the following procedures:

- checked whether entries in the accounting records are supported by invoices, receipts, other documentation or evidence
- made enquiries of management and others responsible for the services that comprise the service charge on this property
- applied analytical procedures.

The procedures do not include a review of the allocation or apportionment of service charge expenditure to occupiers.

**INDEPENDENT ACCOUNTANTS' REPORT TO THE LANDLORD OF
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM**

Conclusion

Our report is made in accordance with the terms of our engagement and is intended solely for Wing Yip for issue to current occupiers and the landlord. This report should not be distributed to or used by other parties. Our work has been undertaken to enable us to make this report to Wing Yip and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility or liability to anyone other than Wing Yip in connection with the report of this engagement.

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that cause us to believe that the statement of service charge expenditure is not prepared, in all material respects, in accordance with the provisions of the Code of Practice 'Service Charges in Commercial Property' issued by the RICS.

On the basis of information and explanations provided to us by Wing Yip, in our opinion, the expenditure incurred and to be incurred by the Lessor for the year ended 30 September 2025 was £86,984.16 exclusive of VAT.



BENNETT WHITEHOUSE SERVICE CHARGE LIMITED
1st Floor
Waterfront One
Waterfront Business Park
Brierley Hill
West Midlands
DY5 1LX

14 January 2026

WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2025

Total All Schedules	Actual 2025 £	Budget 2025 £	<i>Budget Variance</i> £	Prior Period £	<i>Prior Variance</i> £
Schedule 1 All Tenants	81,915.22	77,175.00	4,740.22	69,792.54	12,122.68
Schedule 2 All Tenants (excluding restaurant)	3,426.17	3,600.00	(173.83)	3,436.52	(10.35)
Schedule 3 Shared Corridor	1,642.77	1,250.00	392.77	2,794.44	(1,151.67)
TOTAL ALL SCHEDULES	<u>86,984.16</u>	<u>82,025.00</u>	<u>4,959.16</u>	<u>76,023.50</u>	<u>10,960.66</u>

For breakdown of all schedules see pages 4 to 6

WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2025

Schedule 1 - All Tenants	Note	Actual 2025 £	Budget 2025 £	Budget Variance £	Prior Period £	Prior Variance £
MANAGEMENT						
Management fees		9,649.00	9,649.00	-	9,377.00	272.00
Management fee						
Accounting fees		675.00	900.00	(225.00)	670.00	5.00
Audit fees						
Site management resources		4,566.00	4,566.00	-	4,437.00	129.00
Facilities management		514.00	514.00	-	500.00	14.00
Helpdesk		4,604.00	4,500.00	104.00	4,245.00	359.00
Building manager		1,050.00	695.00	355.00	695.00	355.00
Health,safety and environmental						
Health & safety						
UTILITIES						
Electricity		527.04	2,000.00	(1,472.96)	1,454.92	(927.88)
Electricity						
SOFT SERVICES						
Security		50,281.58	42,500.00	7,781.58	44,753.93	5,527.65
Security guarding						
Cleaning and environmental		1,995.00	1,800.00	195.00	1,902.48	92.52
External landscaping		545.00	1,076.00	(531.00)	325.90	219.10
Pest control		564.68	1,000.00	(435.32)	-	564.68
Snow clearance / gritting						
HARD SERVICES						
Mechanical and electrical services (M&E)		1,228.92	975.00	253.92	1,073.03	155.89
M&E maintenance contract		-	500.00	(500.00)	843.28	(843.28)
M&E repairs						
Fabric repairs and maintenance		-	500.00	(500.00)	240.00	(240.00)
Drainage		5,715.00	6,000.00	(285.00)	(725.00)	6,440.00
External repairs and maintenance						
SCHEDULE 1 - ALL TENANTS TOTAL		81,915.22	77,175.00	4,740.22	69,792.54	12,122.68

WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD
 WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM
 SERVICE CHARGE EXPENDITURE ACCOUNT
 FOR THE YEAR ENDED 30 SEPTEMBER 2025

Schedule 2 - All Tenants (excluding restaurant)	Note	Actual 2025 £	Budget 2025 £	<i>Budget Variance</i> £	Prior Period £	<i>Prior Variance</i> £
SOFT SERVICES						
Cleaning and environmental						
Refuse collection		3,426.17	3,600.00	(173.83)	3,436.52	(10.35)
SCHEDULE 2 - ALL TENANTS (EXCLUDING RESTAURANT) TOTAL		<u>3,426.17</u>	<u>3,600.00</u>	<u>(173.83)</u>	<u>3,436.52</u>	<u>(10.35)</u>

WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2025

Schedule 3 - Shared Corridor	Note	Actual 2025 £	Budget 2025 £	Budget Variance £	Prior Period £	Prior Variance £
SOFT SERVICES						
Cleaning and environmental						
Cleaning - internal		-	250.00	(250.00)	-	-
HARD SERVICES						
Mechanical and electrical services (M&E)						
M&E maintenance contract		1,642.77	500.00	1,142.77	2,794.44	(1,151.67)
M&E repairs		-	500.00	(500.00)	-	-
SCHEDULE 3 - SHARED CORRIDOR TOTAL		1,642.77	1,250.00	392.77	2,794.44	(1,151.67)

WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM
NOTES TO THE STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2025

1 Accounting policies

The accounts are prepared in accordance with the provisions of the lease and on the accruals basis.

2 Bank account

Service charge money was held at Barclays in a client account under the title Johnson Fellows LLP Client Account. This is an interest bearing account. Any interest earned on the funds is credited to the service charge account net of any bank operating costs.

3 VAT

The property is elected for VAT purposes and therefore all service charge expenditure stated is exclusive of VAT.

4 Management fees

Wing Yip are appointed to manage the common areas of the property. The management fee charged solely for the management of the service charge for the year ended 30 September 2025 was agreed at a fixed fee of £9,649.00. The management fee is reviewed annually. Asset management and rent collection costs are excluded from the service charge management fee.

Total employment costs of the on site manager and their assistant is included within the service charge expenditure.

Summary of all fees charged by the managing agent -

	2025
	£
Management fees	9,649.00

WING YIP & BROTHERS PROPERTY AND INVESTMENTS LTD
WING YIP BUSINESS CENTRE, BIRMINGHAM, 278 THIMBLE MILL LANE, NECHELLS, BIRMINGHAM
NOTES TO THE STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2025

5 Accruals

The accruals included in the service charge expenditure relate to goods and services actually incurred within the year ended 30 September 2025, but no invoice had been received at the year end date.

Sch Code	£
01 Audit fees	675.00
01 M&E maintenance contract	128.88
01 Electricity	11.87
03 M&E maintenance contract	250.18
	<u>1,065.93</u>

6 Empty units and concessions granted to tenants

Where appropriate, costs are apportioned on a daily basis and for the avoidance of doubt it is confirmed that the landlord bears an appropriate proportion of the service charge expenditure in respect of voids and vacant premises.

Likewise, if any tenant has any form of concession, whereby their contribution towards the service charge is capped, or is lower than the apportionment due, the landlord pays the difference.

7 Sinking funds

The sinking fund has been set up to cover major costs to be incurred at the property. It is kept within a separate client bank account, with Barclays Bank PLC and is interest bearing.

	2025 £	2024 £
Balance brought forward at 1 October 2024	16,976.81	16,746.21
Interest received	225.83	230.60
Balance carried forward at 30 September 2025	<u>17,202.64</u>	<u>16,976.81</u>