



**JOHNSON FELLOWS**  
CHARTERED SURVEYORS

51-63 Elm Grove

Southsea

PO5 1JF

Service Charge Budget Report

25<sup>th</sup> March 2023 to 24<sup>th</sup> March 2024



## **Contents**

Introduction

The Property

Service Charge Objectives

Residential Service Charge Obligations

VAT

Voids and Concessions

Banking

Management Team

Service Charge Apportionment

Budget Commentary

## **Appendices**

- A. Service Charge Apportionment Schedule
- B. Service Charge Variance Schedule
- C. The Service Charges (Summary of Rights and Obligations, and Transitional Provision) (England) Regulations 2007

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





## **Introduction**

This report has been prepared by Johnson Fellows on behalf of the landlord Tesco Stores Limited. It is intended to provide details of the planned expenditure for the service charge period 25 March 2023 to 24 March 2024.

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 Service Charges in Commercial Property; RICS Professional Statement, 1<sup>st</sup> Edition and the Service Charge Residential Management Code; RICS Code of Practice, 3<sup>rd</sup> Edition.

## **The Property**

The property comprises a large mixed use development located on a major thoroughfare in Southsea, Hampshire. The property is located approximately 1km from the coast and is surrounded by a mixture of retail, leisure and residential users. The property is believed to have been constructed in the early 1900's and comprises traditional masonry and structural steelwork construction over three floors with a basement. The development has been progressively extended to the rear, forming larger ground floor retail space and additional residential accommodation at first and second floor levels.

The property has been extensively altered to create two large retail premises at ground floor level and a smaller single retail unit to the far right hand side. The residential accommodation at first and second floor levels has also been altered to create student accommodation consisting of 3 and 4 bedroom flats. Access to the flats is via doors to the front elevation, with secondary access to the rear elevation from Belmont Place.

## **Service Charge Objectives**

The objective of Johnson Fellows as Managing Agents 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 the budget report is to provide a clear explanation 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 year.

Should any occupier have comments on the format or the information contained in this report that 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.



## **Residential Service Charge Obligations**

In accordance with the Landlord & Tenant Act 1987, Section 48 we can confirm that the Landlord is Tesco Stores Ltd and their address for the service of notices is Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, Hertfordshire AL7 1GA.

In order to comply with Residential Service Charge legislation, if any planned works are anticipated to exceed £250 plus VAT per long leaseholder, we will carry out a tendering exercise and consult the residential long leaseholders prior to instruction.

For the residential long leaseholders we have enclosed herewith a copy of 'The Service Charges (Summary of Rights and Obligations, and Transitional Provision) (England) Regulations 2007'.

## **VAT**

The VAT on the service charge expenditure attributable to the residential part of the property cannot be recovered by the Landlord, so the gross expenditure is applied to the residential long leaseholders. The VAT on the commercial expenditure can be recovered, consequently the net costs plus VAT are applied, enabling the commercial leaseholders to recover the VAT charged to them.

## **Voids and Concessions**

The landlord is responsible for the service charge contribution for void units and to pay any shortfall where there are service charge caps. Presently there are no void units at the property.

## **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 late payment of service charge by tenants is to be credited to the service charge.

There is no sinking fund or reserve fund.



## **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.



## **Service Charge Apportionment**

The service charge has been apportioned over three schedules.

The service charge apportionment for each schedule is noted within the Apportionment Schedule as detailed in Appendix A.

Schedule 1 Residential Leaseholders - Internal - 100% (Gross)

Schedule 2 Residential Leaseholders - External - Split 50% with Commercial Leaseholders (Gross)

Schedule 3 Commercial Leaseholders - External - Split 50% with Residential Leaseholders (Net)

The rationale behind splitting the shared costs for the residential and commercial leaseholders is purely due to VAT. Residential leaseholders are not able to recover VAT, therefore the expenditure detailed is inclusive of VAT (Gross). The commercial leaseholders are able to recover VAT, therefore the expenditure for the commercial element is net of VAT.

For expenditure that relates purely to the residential internal areas we have applied 100% to Schedule 1.

For expenditure that relates to the external parts and the fabric of the building, the costs have been split 50:50 between Schedules 2 & 3.

For expenditure that relates to the internal and external parts, the costs have initially been split 50:50 and then apportioned again as above.

The service charge costs are apportioned in line with the terms of the lease and provide for each tenant to pay a due proportion of the service charge which is attributable to each tenant's premises; this is shown in Appendix A.



## **Budget Commentary**

### **SCHEDULE 1**

This schedule details the budget headings that benefit the internal communal parts to the residential flats only. All figures on this schedule are inclusive of VAT (Gross).

- **Cleaning** **£7,000**

The costing heading is for the weekly cleaning of all internal common areas. The budget has been maintained at the same level.

- **Pest Control** **£240**

The budget allows for the pest control contract within the common areas. The bait boxes are replenished quarterly. The budget has been increased in line with last year's expenditure.

- **Internal Decoration** **£1,000**

The cost heading is for the internal decoration of the communal areas. The budget has been reduced and allows for any ad-hoc works required.

- **Electrical Repair** **£1,000**

The budget provides for the re-lamping of the communal lighting. The budget also allows for any unforeseen ad-hoc works. It has been maintained at the same level.

- **Internal Repairs** **£3,000**

The budget allows for ad-hoc general maintenance to the communal areas throughout the year. It has been maintained at the same level.

- **Electricity Supply** **£1,500**

The budget figure is for the electricity consumption for the communal lighting. Despite the recent increase in utility costs, it has been maintained at the same level based on last year's expenditure.

- **Security Equipment** **£1,200**

The above cost heading relates to the CCTV equipment around the internal and external communal areas. The budget has been reduced for the new year and allows for servicing and ad-hoc repairs. The total cost of £2,000 has been split between all schedules.



- **Fire Prevention** **£17,500**

This cost heading provides for the annual maintenance contract for quarterly inspections and testing of the fire alarm system and emergency lighting. In addition, the budget has been increased significantly for the new year due to the need to install a new fire alarm system. This will ensure that all flats are correctly linked and include new sounders for the flats. This will prevent the continued false alarms. The relevant Section 20 consultation will be completed.

- **Health and Safety** **£450**

The proposed expenditure is for the completion of a Health and Safety Audit for the communal areas in order to identify any risks and ensure compliance. The total cost of £750 has been shared across the three schedules.

- **Audit Fee** **£240**

The RICS Service Charge Code of Practice states that service charge accounts for residential & commercial properties are to be independently certified on an annual basis. This cost covers the fee raised by the Accountants for certifying the year end service charge accounts. The total fee of £400 has been shared across the three service charge schedules.

- **Help Desk** **£300**

This is a new cost heading for the service charge year. A 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. This will ensure that matters can be handled promptly without delay. Further correspondence including the telephone number and email address will be circulated in advance of the commencement of the service charge year. This cost of £500 is split between all schedules.

- **Management Fee** **£5,011**

The budget figure represents the cost incurred to manage the property, prepare the service charge budget and carrying out periodic inspections. The overall Management Fee is £8,352 and is a fixed fee in accordance with the RICS Service Charge Code and subject to annual review or indexation. The Retail Price Index has increased by 13.41% and this increase has been applied to this year's management fee. The fee is split amongst all three schedules.

- **Facilities Management** **£1,619**

The cost heading is for the Facilities Manager to organise the maintenance contracts and supervise the works. The total cost of £2,699 has been split between the schedules. The fixed fee has been increased for the current year in line with the Retail Price Index, which has increased by 13.41%.

**Total**

**Schedule 1** **£40,060**



## SCHEDULES 2 & 3

These schedules detail the budget headings relating to the external communal areas that benefit both the residential and commercial leaseholders. The costs are split 50:50 with Schedule 2 being gross of VAT and Schedule 3 net of VAT.

	<b>Sch 2</b>	<b>Sch 3</b>
• <b>Cleaning</b>	<b>£600</b>	<b>£500</b>

The budget figures represent the cost for the quarterly deep clean of the service yard area, together with anticipated fly tipping and rubbish removal to the external communal areas. It has been maintained at the same level.

• <b>Building Repairs</b>	<b>£6,000</b>	<b>£5,000</b>
---------------------------	---------------	---------------

The budget allows for items of external maintenance and repair. It has been increased for the new year based on last year's expenditure and the need to complete ongoing essential roof repairs.

• <b>Security Equipment</b>	<b>£600</b>	<b>£500</b>
-----------------------------	-------------	-------------

The above cost heading relates to the CCTV equipment around the internal and external communal areas. The budget has been reduced for the new year and allows for servicing and ad-hoc repairs. The total cost of £2,000 has been split between all schedules.

• <b>Health and Safety</b>	<b>£225</b>	<b>£188</b>
----------------------------	-------------	-------------

The proposed expenditure is for the completion of a Health and Safety Audit for the communal areas in order to identify any risks and ensure compliance. The total cost of £750 has been shared across the three schedules.

• <b>Audit Fee</b>	<b>£120</b>	<b>£100</b>
--------------------	-------------	-------------

The RICS Service Charge Code of Practice states that service charge accounts for residential & commercial properties are to be independently certified on an annual basis. This cost covers the fee raised by the Accountants for certifying the year end service charge accounts. The total fee of £400 has been shared across the three service charge schedules.

• <b>Help Desk</b>	<b>£150</b>	<b>£125</b>
--------------------	-------------	-------------

This is a new cost heading for the service charge year. A 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. This will ensure that matters can be handled promptly without delay. Further correspondence including the telephone number and email address will be circulated in advance of the commencement of the service charge year. This cost of £500 is split between all schedules.



- **Management Fee** **£2,506** **£2,088**

The budget figure represents the cost incurred to manage the property, prepare the service charge budget and carrying out periodic inspections. The overall Management Fee is £8,352 and is a fixed fee in accordance with the RICS Service Charge Code and subject to annual review or indexation. The Retail Price Index has increased by 13.41% and this increase has been applied to this year's management fee. The fee is split amongst all three schedules.

- **Facilities Management** **£810** **£675**

The cost heading is for the Facilities Manager to organise the maintenance contracts and supervise the works. The total cost of £2,699 has been split between the schedules. The fixed fee has been increased for the current year in line with the Retail Price Index, which has increased by 13.41%.

<b><u>Total</u></b>	<b>Sch 2</b>	<b>Sch 3</b>
	<b>£11,011</b>	<b>£9,176</b>

.....  
Management Surveyor

Dated 2<sup>nd</sup> March 2023

.....  
Facilities Manager

Dated 2<sup>nd</sup> March 2023



Appendix A

**51-63 Elm Grove, Southsea, PO5 1JF**

**Service Charge Apportionment Schedule**

**25th March 2023 to 24th March 2024**

<b>Flat/Unit</b>	<b>Schedule</b>	<b>Percentage</b>
1	1	6.25%
2	1	6.25%
3	1	6.25%
4	1	6.25%
5	1	6.25%
16	1	6.25%
17	1	6.25%
18	1	6.25%
19	1	6.25%
20	1	6.25%
51	1	6.25%
51a	1	6.25%
57	1	6.25%
57a	1	6.25%
59	1	6.25%
59a	1	6.25%
<b>1 Total</b>		<b>100.00%</b>
1	2	5.94%
2	2	5.94%
3	2	5.50%
4	2	5.48%
5	2	5.48%
16	2	5.50%
17	2	5.94%
18	2	5.94%
19	2	5.48%
20	2	5.48%
51	2	8.96%
51a	2	5.48%
57	2	8.96%
57a	2	5.48%
59	2	8.96%
59a	2	5.48%
<b>2 Total</b>		<b>100.00%</b>
51/55	3	48.14%
57/61	3	42.24%
63	3	9.62%
<b>3 Total</b>		<b>100.00%</b>



**Appendix B**

**51-63 Elm Grove, Southsea, PO5 1JF**

**Service Charge Variance Schedule**

**25th March 2023 to 24th March 2024**

Service Charge Item	Schedule	Budget 2022/2023	Budget 2023/2024	Budget v Budget Variance %	Budget v Budget Variance £
Cleaning	1	£ 7,000	£ 7,000	0.00%	£ -
Pest Control	1	£ 140	£ 240	71.43%	£ 100
Decoration - Internal	1	£ 1,400	£ 1,000	-28.57%	-£ 400
Electrical Repair	1	£ 1,000	£ 1,000	0.00%	£ -
Repairs - Internal	1	£ 3,000	£ 3,000	0.00%	£ -
Electricity Supply	1	£ 1,500	£ 1,500	0.00%	£ -
Security Equipment	1	£ 2,400	£ 1,200	-50.00%	-£ 1,200
Fire Prevention	1	£ 2,500	£ 17,500	600.00%	£ 15,000
Health and Safety	1	£ 450	£ 450	0.00%	£ -
Audit Fees	1	£ 240	£ 240	0.00%	£ -
Help Desk	1	£ -	£ 300	N/A	£ 300
Management Fees	1	£ 4,418	£ 5,011	13.41%	£ 593
Facilities Management	1	£ 1,428	£ 1,619	13.38%	£ 191
<b>1 Total</b>		<b>£ 25,476</b>	<b>£ 40,060</b>	<b>57.24%</b>	<b>£ 14,584</b>
Cleaning	2	£ 600	£ 600	0.00%	£ -
Building Repair	2	£ 3,000	£ 6,000	100.00%	£ 3,000
Security Equipment	2	£ 1,200	£ 600	-50.00%	-£ 600
Health and Safety	2	£ 225	£ 225	0.00%	£ -
Audit Fees	2	£ 120	£ 120	0.00%	£ -
Help Desk	2	£ -	£ 150	N/A	£ 150
Management Fees	2	£ 2,049	£ 2,506	22.30%	£ 457
Facilities Management	2	£ 714	£ 810	13.45%	£ 96
<b>2 Total</b>		<b>£ 7,908</b>	<b>£ 11,011</b>	<b>39.24%</b>	<b>£ 3,007</b>
Cleaning	3	£ 500	£ 500	0.00%	£ -
Building Repair	3	£ 2,500	£ 5,000	100.00%	£ 2,500
Security Equipment	3	£ 1,000	£ 500	-50.00%	-£ 500
Health and Safety	3	£ 188	£ 188	0.00%	£ -
Audit Fees	3	£ 100	£ 100	0.00%	£ -
Help Desk	3	£ -	£ 125	N/A	£ 125
Management Fees	3	£ 1,707	£ 2,088	22.32%	£ 381
Facilities Management	3	£ 552	£ 675	22.28%	£ 123
<b>3 Total</b>		<b>£ 6,547</b>	<b>£ 9,176</b>	<b>40.16%</b>	<b>£ 2,629</b>



## Appendix C

### **The Service Charges (Summary of Rights and Obligations, and Transitional Provision) (England) Regulations 2007**

- (1) This summary, which briefly sets out your rights and obligations in relation to variable service charges, must by law accompany a demand for service charges. Unless a summary is sent to you with a demand, you may withhold the service charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.
- (2) Your lease sets out your obligations to pay service charges to your landlord in addition to your rent. Service charges are amounts payable for services, repairs, maintenance, improvements, insurance or the landlord's costs of management, to the extent that the costs have been reasonably incurred.
- (3) You have the right to ask a leasehold valuation tribunal to determine whether you are liable to pay service charges for services, repairs, maintenance, improvements, insurance or management. You may make a request before or after you have paid the service charge. If the tribunal determines that the service charge is payable, the tribunal may also determine:
  - a. who should pay the service charge and who it should be paid to;
  - b. the amount;
  - c. the date it should be paid by; and
  - d. how it should be paid.

However, you do not have these rights where:

- e. a matter has been agreed or admitted by you;
  - f. a matter has already been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the service charge or costs arose;
  - g. or a matter has been decided by a court.
- (4) If your lease allows your landlord to recover costs incurred or that may be incurred in legal proceedings as service charges, you may ask the court or tribunal, before which those proceedings were brought, to rule that your landlord may not do so.
  - (5) Where you seek a determination from a leasehold valuation tribunal, you will have to pay an application fee and, where the matter proceeds to a hearing, a hearing fee, unless you qualify for a waiver or reduction. The total fees payable will not exceed £500, but making an application may incur additional costs, such as professional fees, which you may also have to pay.
  - (6) A leasehold valuation tribunal has the power to award costs, not exceeding £500, against a party to any proceedings where:
    - a. it dismisses a matter because it is frivolous, vexatious or an abuse of process; or
    - b. it considers a party has acted frivolously, vexatiously, abusively, disruptively or unreasonably.

The Lands Tribunal has similar powers when hearing an appeal against a decision of a leasehold valuation tribunal.

- (7) If your landlord:
  - a. proposes works on a building or any other premises that will cost you or any other tenant more than £250, or



- b. proposes to enter into an agreement for works or services which will last for more than 12 months and will cost you or any other tenant more than £100 in any 12 month accounting period,

Your contribution will be limited to these amounts unless your landlord has properly consulted on the proposed works or agreement or a leasehold valuation tribunal has agreed that consultation is not required.

- (8) You have the right to apply to a leasehold valuation tribunal to ask it to determine whether your lease should be varied on the grounds that it does not make satisfactory provision in respect of the calculation of a service charge payable under the lease.
- (9) You have the right to write to your landlord to request a written summary of the costs which make up the service charges. The summary must:
  - a. cover the last 12 month period used for making up the accounts relating to the service charge ending no later than the date of your request, where the accounts are made up for 12 month periods; or
  - b. cover the 12 month period ending with the date of your request, where the accounts are not made up for 12 month periods
- (10) The summary must be given to you within 1 month of your request or 6 months of the end of the period to which the summary relates whichever is the later.
- (11) You have the right, within 6 months of receiving a written summary of costs, to require the landlord to provide you with reasonable facilities to inspect the accounts, receipts and other documents supporting the summary and for taking copies or extracts from them.
- (12) You have the right to ask an accountant or surveyor to carry out an audit of the financial management of the premises containing your dwelling, to establish the obligations of your landlord and the extent to which the service charges you pay are being used efficiently. It will depend on your circumstances whether you can exercise this right alone or only with the support of others living in the premises. You are strongly advised to seek independent advice before exercising this right.
- (13) Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.