



Imperial Buildings

Gallowtree Gate

Leicester

LE1 1JB

Service Charge Budget Report

**29th September 2018 to 28th
September 2019**



Contents

Introduction

The Property

Voids and Concessions

VAT

Banking

Service Charge Objectives

Management Team

Service Charge Apportionment

Budget Commentary

Appendices

- A. Service Charge Apportionment Schedule
- B. Service Charge Variance Schedule

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





Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, Jordan Developments (UK) Ltd. It is intended to provide details of the planned expenditure for the forthcoming service charge year.

The Property

The property is located within Leicester city centre at the junction of Gallowtree Gate and Halford Street. It comprises of a five storey building with retail accommodation on the ground floor and basement, and four storeys of offices situated above with a communal entrance from Halford Street.

Internal common areas include the office entrance, stairs, corridors and toilets together with external fire escape serving all parts of the building.

The building is not fully occupied with void offices on the third and fourth floors.

Voids and Concessions

The responsibility for service charge in respect of void accommodation or any concessions rests with the Landlord.

VAT

The Landlord has elected the property for VAT. Therefore the budget stated within this report is net of VAT.

Banking

Due to the level of service charge funds, they are not maintained within a discrete bank account. The funds are held within the Johnson Fellows client 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.

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.

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; RICS Code of Practice.



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:

George Brittain
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0454
Mobile: 07884 352 576
Email: george.brittain@johnsonfellows.co.uk

George Brittain 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 service charge expenditure is apportioned having regard to fixed percentages stated in each Lease.

The service charge apportionments are noted within the Service Charge Apportionment Report, Appendix A.



Budget Commentary

SCHEDULE 1

All figures are shown net of VAT

- **Cleaning** **£300.00**

An allowance has been retained as a contingency figure for any unplanned cleaning to the common parts.

- **Building Repair** **£1,500.00**

There is a contingency for any unplanned works during this service charge year.

- **External Decoration** **£625.00**

A sum is included for any decoration works required during this service charge year.

- **Electricity Supply** **£1,000.00**

The budget for the communal electricity supply is in line with last year's expenditure.

- **Fire Prevention** **£240.00**

This is the cost for the servicing of the fire alarm and supply of extinguishers.

- **Health & Safety** **£480.00**

A budget figure has been allocated for any essential health and safety works or reports that may be required.

- **Audit Fee** **£230.00**

The Landlord and Tenant Act 1985 and RICS regulations require that service charge accounts are certified on an annual basis. This cost covers the fee raised by the accountants for certifying the year end service charge accounts.

- **Management Fee** **£1,232.00**

This figure represents the fee to manage the property and administer the service charge. It is a fixed fee that increases yearly in line with the retail price index

Total

Schedule 1 **£5,607.00**



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Management Surveyor

A handwritten signature in black ink, appearing to read 'J. J. J.' followed by a horizontal line.

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Facilities Manager



Appendix A

Imperial Buildings, Leicester LE1 1JB

Service Charge Apportionment Schedule

29th September 2018 to 28th September 2019

Unit	Tenant	Apportionment
2 Halford Street	The Independent Travel Co. Ltd	15%
58 Gallowtree Gate	Nero Holdings Ltd	35%
Upper Floors, Halford Street	Landlord (Void)	50%
Total		100%



Appendix B

Imperial Buildings, Leicester LE1 1JB

Service Charge Variance Schedule

29th September 2018 to 28th September 2019

Service Charge Item	Sched ule	Budget 2017/2018	Budget 2018/2019	Budget v Budget Variance %	Budget v Budget Variance £
Cleaning	1	£ 300	£ 300	0.00%	£ -
Building Repair	1	£ 2,000	£ 1,500	-25.00%	-£ 500
External Decoration	1	£ 125	£ 625	400.00%	£ 500
Electricity Supply	1	£ 1,450	£ 1,000	-31.03%	-£ 450
Fire Prevention	1	£ 200	£ 240	20.00%	£ 40
Health & Safety	1	£ 250	£ 480	0.00%	£ 230
Management Fees	1	£ 1,194	£ 1,232	3.18%	£ 38
Audit Fee	1	£ 250	£ 230	-8.00%	-£ 20
Total		£ 5,769	£ 5,607	-2.81%	-£ 162