



JOHNSON FELLOWS
CHARTERED SURVEYORS

Imperial Buildings

Gallowtree Gate

Leicester

LE1 1JB

Service Charge Expenditure Report

**29th September 2014 to 28th
September 2015**



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Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, Jordan Developments (UK) Limited. It is intended to provide details of the expenditure incurred during the service charge year ending 28th September 2015.

The Property

The property is located within Leicester city centre at the junction of Gallowtree Gate with Halford Street. It comprises five storey building with retail accommodation fronting Gallowtree Gate and Halford Street on ground floor and basement together with 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.

Voids and Concessions

The service charge for any void lettable units or attributable to any service charge concessions is the responsibility of the Landlord.

VAT

The Landlord has elected the property for VAT.

The service charge payable by the commercial lessees will have VAT charged at the standard rate.



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.

Service Charge Objectives

The object of this report is to provide a clear and detailed explanation of all expenditure incurred at the Property during the service charge year. We endeavour to promote clarity and transparency and to be accountable to all of the tenants.

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 the Service Charges in Commercial Property 3rd Ed.; 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:

Jeremy Williams

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0454

Mobile: 07884 352 576

Email: jeremy.williams@johnsonfellows.co.uk

Jeremy Williams 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 percentages are detailed within Service Charge Apportionment Percentages, Appendix A.



Expenditure Commentary

SCHEDULE 1

All figures are shown net of VAT

- **Cleaning** **£0**

No expenditure was required on cleaning during the year.

- **Building Repairs** **£0**

The coding of building repairs has changed to Repairs – external. All costs and description are shown below.

- **Decoration - external** **£246**

Cost of painting works to the exterior of the property.

- **Electricity Supply** **£1,307.68**

This is the cost of the electricity supply for the common areas.

- **Fire Prevention** **£290**

This is for the annual inspection and service of the fire alarm system and extinguishers.

- **Repairs – external** **£425**

The expenditure includes fitting bird stops to window ledges, jetting of all drain outlets on the roof, clearance of the flat roof from debris and flushing of all rainwater goods and outlets.

- **Audit Fee** **£225**

This is the cost for the service charge accounts to be independently certified by external accountants.

- **Management Fees** **£1,250**

The Management Fee covers the cost of managing the provision of services and contracts at the property, together with the service charge administration. It is a fixed fee that has been agreed with the landlord.

Total

Schedule 1 **£3,743.68**

Please note this budget is net of VAT at 20%.



.....
Management Surveyor

Dated
12th April 2016

.....
Partner

Dated
12th April 2016



Appendix A

Imperial Buildings, Gallowtree Gate, Leicester, LE1 1JB

Service Charge Apportionment Schedule

29th September 2014 to 28th September 2015

Unit	Tenant	Apportionment
2 Halford Street	The Independent Travel Co. Ltd	15.0%
58 Gallowtree Gate	Nero Holdings Limited	35.0%
Upper Floors, Halford Street	Landlord (Void)	50.0%
Total		100.00%



Appendix B

Imperial Buildings, Gallowtree Gate, Leicester, LE1 1JB

Service Charge Variance Schedule

29th September 2014 to 28th September 2015

The property is VAT registered. Figures are shown net of VAT.

Service Charge Item	Schedule	Budget 2014/2015	Actual 2014/2015	Budget v Actual Variance %	Budget v Actual Variance £
Cleaning	1	£ 300	£ -	-100.00%	-£ 300
Building Repair	1	£ 2,000	£ -	-100.00%	-£ 2,000
Decoration - External	1	£ 125	£ 246	96.80%	£ 121
Electricity Supply	1	£ 1,450	£ 1,308	-9.82%	-£ 142
Fire Prevention	1	£ 150	£ 290	93.33%	£ 140
Repairs - External	1	£ -	£ 425	100.00%	£ 425
Health & Safety	1	£ 250	£ -	-100.00%	-£ 250
Audit Fees	1	£ 250	£ 225	-10.00%	-£ 25
Management Fees	1	£ 1,250	£ 1,250	0.00%	£ -
Total		£ 5,775	£ 3,744	-35.17%	-£ 2,031



Appendix C

JORDAN DEVELOPMENTS (UK) LIMITED

**IMPERIAL BUILDINGS,
GALLOWTREE GATE, LEICESTER**

SERVICE COSTS AUDIT STATEMENT

YEAR ENDED 28TH SEPTEMBER 2015



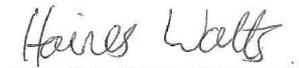


Imperial Buildings
Gallowtree Gate, Leicester
Certificate of Service Costs for the year ended 28th September 2015

	2015	2014
Building repair	0.00	1,915.11
Decoration - external	246.00	0.00
Electricity supply	1,307.68	1,270.32
Fire prevention	290.00	95.00
Repairs - external	425.00	0.00
Audit fees	225.00	225.00
Management fees	1,250.00	1,220.00
Total expenditure	<u>3,743.68</u>	<u>4,725.43</u>

No reserve fund is held on this property

In our opinion the above is a fair summary of the costs incurred by or on behalf of Jordan Developments (UK) Ltd in connection with the matters for which the service charge is payable and is sufficiently supported by accounts, receipts and other documents which have been produced to us.


Haines Watts Chartered Accountants