JOHNSON FELLOWS
CHARTERED SURVEYORS

110-116 Boldmere Road

Sutton Coldfield

Birmingham

B73 5UB

Service charge Budget Report

Year Ending 31st July 2026

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Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, W Wing Yip & Brothers Foundation. It is intended to provide details of the planned expenditure for the service charge period 1st August 2025 to 31st July 2026.

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 Boldmere Road, at the end of the local shopping high street. It is approximately, 6 miles north of Birmingham City Centre and 1.3 miles south west of Sutton Town Centre

The parade is a purpose-built retail and office premises with brick facades under a pitched tiled roof. Part first floor has been converted to a restaurant and 3 of the retail units merged into a bar. The parade now has a mix of retail, bar and food offerings. To the rear is a communal car park.

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 the 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.

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. 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

There is no reserve fund.

Service Charge Apportionment

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

The budget contains a single schedule that all occupiers contribute towards.

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

Management Team

Facilities Manager:

Dan Blakeman
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
Mobile: 07786 072 755
Email: dan.blakeman@johnsonfellows.co.uk

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

Management Surveyor:

Tina Hothi
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Mobile: 07469 089316
Email: tina.hothi@johnsonfellows.co.uk

Tina Hothi is responsible for the overall management of the property.

Service Charge Accountant:

Kiesha Gregory
Client Accounts
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.

Budget Commentary

All figures are shown net of VAT
SCHEDULE 1 - All Occupiers

- **External Repairs & Maintenance** **£4,000**

The estimated expenditure is a contribution towards the repair and maintenance of any external building items to include surface repairs and relining of the car park.

- **Health & Safety** **£450**

The budget covers the costs of completing the health and safety audit.

- **Gritting** **£600**

Budget cost for winter car park gritting.

- **Drain Maintenance** **£600**

The budget cost is for the flush out of the communal drainage system and any associated works.

- **Landscaping** **£3,946**

It represents the Site Manager's costs in respect of the parade, the Site Manager is at the property one day per week and is responsible for landscaping, minor items of repair and maintenance and tenant liaison.

- **Help Desk** **£250**

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.

- **Audit Fees** **£600**

The budget cost for the provision of auditing the service charge.

- **Management Fee** **£4,133**

This figure represents 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.

- **Facilities Management** **£5,076**

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 fee is fixed subject to annual indexation.

Total **£19,655**

Budget Approval





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Facilities Manager Associate Partner

Appendix A

110 - 116 Boldmere Road, Boldmere, Sutton Coldfield

Service Charge Budget - 1st August 2025 to 31th July 2026

Service Charge Item	Schedule	Budget 2024/2025	Budget 2025/2026
Snow Clearance/Gritting	1	£ 600.00	£ 600.00
External Repairs	1	£ 4,000.00	£ 4,000.00
Drainage	1	£ 600.00	£ 600.00
Health and Safety	1	£ 625.00	£ 450.00
Landscaping	1	£ 3,946.00	£ 3,946.00
Audit Fees	1	£ 600.00	£ 600.00
Management Fees	1	£ 4,017.00	£ 4,133.00
Facilities Management	1	£ 4,933.00	£ 5,076.00
Security Systems/CCTV	1	£ 300.00	£ -
Help desk	1	£ 250.00	£ 250.00
	1 Total	**£ 19,871.00**	**£ 19,655.00**

Appendix B

Service Charge Apportionment Schedule				
1	Top Carpets	1	959.00	12.01%
2	Emeraj Miah	1	2,700.00	33.81%
3	Active Body Health & Mind	1	1,264.00	15.83%
4	The Pavillions Club (Ltd)	1	3,063.00	38.35%
		1		
			7,986.00	100.0%