JOHNSON FELLOWS

Wing Yip Business Centre

395 Edgware Road

Cricklewood

London NW2 6LN

Service Charge

Budget Report

1st October 2026 –

30th September 2027

Contents

Introduction

The Property

Service Charge Objectives

VAT

Voids and Concessions

Banking

Reserve Fund

Service Charge Apportionment

Management Team

Budget Commentary

Budget Approval

Appendices

A. Service Charge Apportionment Schedule

B. Service Charge Budget Comparison Schedule

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 planned expenditure for the service charge period 1st October 2026 to 30th September 2027.

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; 2nd Edition.

The Property

The property is located on A5 Edgware Road within the north-west London area of Cricklewood. It is approximately 500m from J1 of the M1 Motorway and the North Circular Road. The City of London is approximately 5 miles to the south.

The Business Centre is a purpose built office and retail premises with brick facades under a pitched tiled roof. It adjoins the Wing Yip Superstore, which is part of the wider Wing Yip estate, including underground car parking, warehousing and the China House office building.

The ground floor of the property is occupied by the Wing Tai Restaurant and the Reindeer Cafe. The first floor is divided into cellular office suites with communal WC facilities. Wing Tai Restaurant has its own dedicated entrance. The first floor businesses have a shared ground floor entrance leading to a staircase and passenger lift.

The primary services provided for the property consist of internal cleaning of communal parts, utility consumption, lift maintenance, waste management, site security and external landscaping and maintenance.

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 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 for each schedule is detailed within the Service Charge Apportionment Schedule attached at Appendix A.

Four separate schedules have been adopted. Schedule 1 provides costs for the Business Centre, Schedule 2 the wider estate costs, Schedule 3 relates to waste management for the first floor occupiers and Schedule 4 cleaning for the restaurant bin area.

Schedule One	All occupiers
Schedule Two	All occupiers
Schedule Three	First floor occupiers only
Schedule Four	Restaurant occupiers 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 0409
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.

Service Charge Accountant:

Paul Evans
Client Account
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0405
Email: paul.evans@johnsonfellows.co.uk

Paul Evans is the client accountant responsible for this property.

Budget Commentary

All figures are shown net of VAT

SCHEDULE 1 - Business Centre Costs - All Occupiers

- **Internal Cleaning** **£18,960.00**

The cost heading is for the cleaning contract for the communal areas of the Business Centre. The contractor attends 2 hours per day. The budget has been increased for the new year in line with the increase in contract costs and due to the rise in the minimum wage.

- **Pest Control** **£1,060.00**

The budget heading is for the pest control contract for the Business Centre with Rentokil. It has been maintained at the same level.

- **Toilet Requisites** **£500.00**

The cost heading covers toilet consumables and cleaning items. The budget has been maintained at the same level.

- **Window Cleaning** **£350.00**

The budget covers the cost of the window cleaning contract for the Business Centre based on quarterly visits costing £85. The budget has been maintained at the same level.

- **Estate Cleaning (Drainage)** ~~**£2,500.00**~~

The budget allows for the annual PPM contract for the internal drains to the Business Centre. It also provides a contribution towards the estate PPM for the external foul drains and surface water drains for the wider Cricklewood estate. It has been maintained at the same level.

- **External Landscaping** **£4,850.00**

The cost heading covers the litter picking and weeding contract. This is held by Premier Support Services Ltd following a re-tender. It also now includes the Business Centre's contribution towards the cleaning of the shared surface car park area. Previously this wasn't maintained. The budget has been increased to allow for this and account for a rise in the contract cost.

- **External Repairs & Maintenance** **£3,500.00**

The estimated expenditure is a contribution towards the repair and maintenance of any external building items. It has been increased for the new year due to the need to complete essential roof works to the Business Centre and bin store.

- **Internal Repairs & Maintenance** **£4,000.00**

The budget allows for the ongoing repair and maintenance of the internal communal areas. It has been reduced for the new year as there are no specific projects planned. The funds will therefore allow for reactive repairs.

- **Electricity** **£6,000.00**

The cost heading relates to the electricity consumption within the common areas of the Business Centre. The budget has been reduced based on last year's expenditure.

- **Gas** **£2,500.00**

The budget relates to the gas consumption for the heating of the communal areas of the Business Centre. The budget has been maintained at the same level based on last year's expenditure.

- **Water Charges** **£2,500.00**

The estimated expenditure relates to the water rates for the common areas of the Business Centre. The budget has been increased based on last year's expenditure.

- **Lift Maintenance Contract** **£1,680.00**

The cost heading is for the annual maintenance contract for the passenger lift within the Business Centre. The contract is held by Rubax and consists of 10 visits per annum. It also includes the cost for the emergency auto dialer. The budget has been maintained at the same level.

- **Lift Repairs** **£1,500.00**

The heading allows a contingency sum for any unforeseen repairs that are required to the lift during the year. The budget has been maintained at the same level as there are no planned works.

- **M&E Maintenance Contract** **£9,500.00**

The budget heading covers the costs for the weekly testing of the fire alarm, fire alarm maintenance, lightning protection, emergency lighting checks, boiler service and fire extinguisher checks. It has been increased based on last years expenditure and an increase in contract costs.

- **M&E Repairs** **£6,000.00**

The budget heading provides for repairs to the Landlord's M&E equipment. It has been increased for the new year due to the essential need to replace all fire detection systems across the Business Centre.

- **Security Systems** **£300.00**

The budget heading covers the cost of the annual CCTV maintenance contract. It has been maintained at the same level.

- **Health & Safety** **£1,500.00**

The budget covers the costs of completing the annual legionella, health and safety and fire risk assessments. It has been maintained at the same level.

- **Help Desk** **£553.00**

A 24 hour/7 day a week Help Desk is in place 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. The budget has been increased in line with the Retail Price Index, which has risen by 2.97% over the past 12 months.

- **Audit Fee** **£700.00**

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 budget has been maintained at the same level.

- **Management Fee** **£9,873.00**

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. The Retail Price Index has shown an increase of 2.97% in the past 12 months.

- **Facilities Management** **£5,610.00**

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 fee is fixed subject to annual indexation. The Retail Price Index has shown an increase of 2.97% in the past 12 months.

Total

Schedule 1 **£83,936.00**

SCHEDULE 2 - Estate Costs - All Occupiers

- **External Repairs & Maintenance** **£750.00**

The budget figure is the Business Centre's contribution towards any wider communal repairs at the site. It has been maintained at the same level.

- **Electricity** **£4,000.00**

The budget heading is the contribution towards the external communal electricity consumption. It has been increased based on last year's expenditure.

- **Security Guarding** **£32,500.00**

The budget figure is the Business Centre's contribution towards the 24/7 site security guarding. The budget has been increased in line with last years expenditure and the rise in the contract costs.

- **Gritting** **£350.00**

The cost heading is the Business Centre's contribution towards the gritting of the wider estate. It has been reduced due to the adoption of a fixed contract cost.

Total

Schedule 2 **£37,600.00**

SCHEDULE 3 – First Floor Occupiers Only

- **Waste Management** **£2,000.00**

The cost allows for the refuse collection for all first floor Business Centre occupiers. The restaurants maintain their own contracts. The budget has been increased based on last year's expenditure.

Total

Schedule 3 **£2,000.00**

SCHEDULE 4 – Restaurant Occupiers Only

- **Cleaning** **£1,800.00**

The cost heading is for the restaurant occupiers only and relates to the pressure washing and de-greasing of restaurant bin area. The budget has been increased to reflect the contract cost for 6 monthly cleans.

Total

Schedule 4 **£1,800.00**

Budget Approval



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Partner

Dated 1st September 2026

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Appendix A

Wing Yip Business Centre, 395 Edgware Road, Cricklewood

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/10/2026-30/09/2027

Ref	Unit	Area Sq Ft	Schedule 1	Schedule 2	Schedule 3	Schedule 4
0001	**Unit 2 Gnd Floor**	6,023	36.31	36.31	0.00	69.80
0002	**Unit 3 Gnd Floor**	2,606	15.71	15.71	0.00	30.20
0003	**Unit 5 1st Floor**	337	2.03	2.03	4.23	0.00
0004	**Unit 6 1st Floor**	540	3.26	3.26	6.79	0.00
0005	**Unit 7 1st Floor**	717	4.32	4.32	9.01	0.00
0005	**Unit 8 1st Floor**	643	3.88	3.88	8.08	0.00
0006	**Unit 9 1st Floor**	732	4.41	4.41	9.20	0.00
0007	**Unit 10 1st Floor**	698	4.21	4.21	8.77	0.00
0008	**Unit 11 1st Floor**	724	4.37	4.37	9.10	0.00
0009	**Unit 12 1st Floor**	632	3.81	3.81	7.94	0.00
0010	**Unit 13 1st Floor**	606	3.65	3.65	7.62	0.00
0011	**Unit 15 1st Floor**	710	4.28	4.28	8.92	0.00
0012	**Unit 16 1st Floor**	708	4.27	4.27	8.90	0.00
0013	**Unit 17 1st Floor**	910	5.49	5.49	11.44	0.00
	Total	**16,586**	**100.00**	**100.00**	**100.00**	**100.00**

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Appendix B

Wing Yip Business Centre, 395 Edgware Road, Cricklewood

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/10/2026-30/09/2027

*Amounts in gbp

Code	Description	Budget Yr End 2026	Budget Yr End 2027	Variance
1	**Schedule 1**			
5100-0101	Management Fee	9,588.00	9,873.00	285.00
5100-0203	S/C Audit Fees	700.00	700.00	0.00
5100-0302	Help Desk	537.00	553.00	16.00
5100-0309	Facilities Manager	5,448.00	5,610.00	162.00
5100-0401	Landlords risk assessments, audits & reviews	1,500.00	1,500.00	0.00
5200-0501	Electricity	7,500.00	6,000.00	-1,500.00
5200-0601	Gas	2,500.00	2,500.00	0.00
5200-0801	Water and Sewage Charges	1,750.00	2,500.00	750.00
5300-0902	Security Systems	300.00	300.00	0.00
5300-1001	Internal Cleaning	18,000.00	18,960.00	960.00
5300-1003	Window Cleaning	350.00	350.00	0.00
5300-1004	Hygiene Services/Toiletries	500.00	500.00	0.00
5300-1007	Pest Control	1,060.00	1,060.00	0.00
5300-1009	External Landscaping	3,850.00	4,850.00	1,000.00
5300-1016	Drainage	2,500.00	2,500.00	0.00
5400-1201	M&E Maintenance Contract	8,350.00	9,500.00	1,150.00
5400-1202	M&E Repairs	3,000.00	6,000.00	3,000.00
5400-1301	Lift Maintenance Contract	1,680.00	1,680.00	0.00
5400-1302	Lift Repairs	1,500.00	1,500.00	0.00
5400-1501	Internal Repairs and Maintenance	6,500.00	4,000.00	-2,500.00
5400-1502	External Repairs and Maintenance	1,500.00	3,500.00	2,000.00
	Schedule Total	**78,613.00**	**83,936.00**	**5,323.00**
2	**Schedule 2**			
5200-0501	Electricity	3,500.00	4,000.00	500.00
5300-0901	Security Guarding	31,500.00	32,500.00	1,000.00
5300-1010	Snow clearance / Gritting	500.00	350.00	-150.00
5400-1502	External Repairs and Maintenance	750.00	750.00	0.00
	Schedule Total	**36,250.00**	**37,600.00**	**1,350.00**
3	**Schedule 3**			
5300-1014	Refuse Collection	1,200.00	2,000.00	800.00
	Schedule Total	**1,200.00**	**2,000.00**	**800.00**
4	**Schedule 4**			
5300-1002	External Cleaning	1,000.00	1,800.00	800.00
	Schedule Total	**1,000.00**	**1,800.00**	**800.00**
	Total	**117,063.00**	**125,336.00**	**8,273.00**