



JOHNSON FELLOWS

CHARTERED SURVEYORS

Boldmere Road Parade

110 – 116 Boldmere Road

Sutton Coldfield

B73 5UB

Service Charge Expenditure Report

1st August 2020 – 31st July 2021



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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 expenditure for the service charge period 1st August 2020 to 31st July 2021.

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 currently £2,310.96 in a historic reserve fund.



Service Charge Apportionment

The apportionment is detailed within the Service Charge Apportionment Schedule attached at 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:

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.

Site Manager:

Ashley Clayton
All Things Maintenance
Mobile: 07860 207 355

Ashley Clayton is on site one day per week and is responsible for landscaping, minor items of repair, maintenance and tenant liaison.

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.



Expenditure Commentary

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

- **Management Fee** **£2,963.00**

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.

- **Staff Costs (Site manager)** **£3,284.04**

The cost in relation to the Site Manager for the property one day per week who is responsible for landscaping, minor items of repair and maintenance and tenant liaison.

- **Facilities Management** **£3,639.00**

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.

- **Health & Safety** **£625.00**

The cost of completing the health and safety audit.

- **External Repairs & Maintenance** **£4,645.00**

The cost of site repairs for the period, these included fencing repairs, landscaping of conifers, roof repairs, and gutter repairs.

Total **£15,156.04**

Facilities Manager

Associate Partner



Appendix A

**110 - 116 Boldmere Road Boldmere Sutton Coldfield (02170)
Service Charge Unit Percentages**

Reconciliation Period = 01/08/2020-31/07/2021

Unit	Tenant	Days	Schedule 1
0001	Amy J Humphries & Shane F Alizadeh (Original)	365.00	12.0100
0002	Secretary of State for Housing Communities & Local Government (Original)	365.00	15.8300
0003	Emeraj Miah (Original)	365.00	33.8100
0005	The Pavilions Club Ltd (Original)	365.00	38.3500
	Total		100.0000



Appendix B

**110 - 116 Boldmere Road Boldmere Sutton Coldfield
(02170)**

Service Charge Budget Comparison

Reconciliation Period = 01/08/2020-31/07/2021

*Amounts in gbp

Code	Description	Actual (07/2021)	Budget (07/2021)	Variance	%
1	Schedule 1				
5100-0101	Management Fee	2,963.00	2,963.00	0.00	0.0000
5100-0308	Building Manager	3,284.04	3,946.00	-661.96	-16.7755
5100-0309	Facilities Manager	3,639.00	3,639.00	0.00	0.0000
5100-0402	Health & Safety	625.00	625.00	0.00	0.0000
5300-1010	Snow clearance / Gritting	0.00	600.00	-600.00	-100.0000
5300-1016	Drainage	0.00	600.00	-600.00	-100.0000
5400-1502	External Repairs and maintenance	4,645.00	2,500.00	2,145.00	85.8000
	Schedule Total	15,156.04	14,873.00	283.04	1.9030