`

Newhall Street/Charlotte Street

Birmingham

B3 1SW

Service Charge Expenditure Report

1 January 2025 to
31st December 2025

Contents

Appendices

Introduction

This report has been produced by Johnson Fellows on behalf of the Management Company, Newhall Management Limited.

The Property

The property comprises a secure car park serving six self-contained office buildings on the corner of Newhall Street and Charlotte Street.

The communal areas to which the service charge relates comprise of a vehicle entrance from Charlotte Street, rear car park and associated service areas including a bin store.

The owners are responsible for maintaining the building fabric, including the roofs and external facades of their individual office buildings.

There are no internal common parts, or communal areas to the front of the buildings.

Voids & Concessions

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

VAT

The property is not elected for VAT.

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. Therefore, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.

Reserve Fund

It was agreed at the 2014 AGM the Reserve Fund was at an adequate level. During this service charge year, no further payments are being made into this fund. The Reserve fund is currently £21,409.

Service Charge Objectives

The object of this report is to provide an explanation of the expenditure incurred within this service charge year. It is to promote clarity and transparency and to allow the building owners to understand where expenditure has been incurred.

We encourage building owners 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 deliver a high-quality management service that maintains a well-kept environment and provides value for money in service charge expenditure.

The service charge is administered having regard to Service Charges in Commercial Property; RICS Code of Practice.

Management Team

Facilities Manager:

Robert Scott
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
Mobile: 07786 072 755
Email: robert.scott@johnsonfellows.co.uk

Robert Scott is responsible for the repair and maintenance of the property and statutory compliance.

Management Surveyor:

Maria Lazenbury
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0454
Mobile: 07884 352 576
Email: maria.lazenbury@johnsonfellows.co.uk
Maria Lazenbury is responsible for the overall management of the property.

Service Charge Accountant:

Paul Evans
Client Accounts
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0405
Email: Paul.evans@johnsonfellows.co.uk

Paul Evans is the client accountant responsible for this property.

Service Charge Apportionment

The service charge expenditure is allocated to a single schedule.

All expenditure relates to the external common parts and for services which benefit all tenants.

The service charge apportionment percentages are based on the shareholdings in the Management Company of the owners of the individual buildings.

An apportionment schedule for the property is attached at Appendix A.

JOHNSON FELLOWS

<u>Budget Commentary</u>

SCHEDULE 1

All figures are shown inclusive of VAT

- **Pest Control** **£401**

The relates to the contracted cost for replenishing of bait boxes around the car park. The expenditure incurred this year was slightly over budget following a slight increase in the overall contract cost.

- **Refuse Collection** **£5,600**

This expenditure relates to the contracted provision of two refuse bins with regular collections. Expenditure is below budget as there has been a reduction in overall collection levels.

- **Car Park Maintenance** **£1,028**

This relates to expenditure incurred in respect of gritting the car park and was under budget as attendance was not as frequent as anticipated.

- **Drain Maintenance** **£600**

Expenditure relates to complete drain flush and gully clean.

- **External Repairs and Maintenance** **£3,367**

This relates to the overall contracted cost for grounds maintenance/landscaping undertaken by TGC Group Services in respect of the car parking areas. Expenditure has exceeded the budget as additional attendance was required to clean the car park areas and undertake works to improve pest control measures for the site.

- **Entrance Gate Maintenance** **£2,904**

Expenditure incurred relates to maintenance required to the gates and included the repainting of the gate and site railings as a result expenditure exceeded the budget figure for this year.

- **Electricity** **£800**

A sum has been accrued for the provision of the electricity supply that serves the car park gates and external lighting via the sub-meter installed at the end of 2023. We are awaiting receipt of the invoices from Baily Garner so that these can be processed.

- **Health & Safety Audit** **£0**

No expenditure was incurred in respect of this heading within this financial year.

- **Insurance** **£329**

This cost is the total premium for building, property owners' liability, and loss of service charge in respect of the common parts of the property.

- **Accountancy** **£1,220**

This is the fee for JW Hinks Chartered Accountants to complete the Management Company year-end accounts and audit.

- **Professional Fees** **£96**

This is for the filing of the company's annual confirmation statement.

- **Management Fee** **£3,550**

The management fee for the administration of the service charge and day to day management of the property as previously advised it is a fixed fee indexed linked annually to RPI and is in line with the budget.

Total

Schedule 1 **£19,895**

R. Scott

....	....
Management Surveyor	Facilities Manager

Appendix A

Birmingham: Charter House S/C 163-169 Newhall Street (01446)

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/01/2025-31/12/2025

*Amounts in gbp

Unit	Tenant	Days	Schedule
0001	**Ash Corporation Ltd (Original)**	365.00	10.2000
0002	**Agape Ministries Ltd (Original)**	365.00	14.7000
0003	**Brendan Fleming (Original)**	365.00	14.7000
0004	**Newhall Street Properties LLP (Original)**	365.00	12.8000
0005	**Newhall Charlotte Ltd (Original)**	365.00	26.2000
0006	**AC Baily, K Flowers, JL Lodge & LJ Nood (Original)**	365.00	21.4000
	Total		**100.0000**

Appendix B

Birmingham: Charter House S/C 163-169 Newhall Street (01446)

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/01/2025-31/12/2025

*Amounts in gbp

Code	Description	Actual (12/2025)	Budget (12/2025)
1	**Schedule**		
5100-0101	Management Fee	3,550.00	3,550.00
5100-0203	S/C Audit Fees	1,220.00	1,200.00
5100-0402	Health & Safety	0.00	500.00
5200-0501	Electricity	800.00	800.00
5300-1007	Pest control	400.68	380.00
5300-1014	Refuse collection	5,600.32	8,500.00
5300-1016	Drainage	600.00	400.00
5300-1108	Professional Fees	96.00	0.00
5400-1502	External Repairs and maintenance	3,366.40	2,500.00
5400-1505	Car Park Maintenance	1,028.40	1,500.00
5400-1528	Entrance Gate Maintenance	2,904.00	2,000.00
5600-1901	Building Insurance	328.69	500.00
	Schedule Total	**19,894.49**	**21,830.00**
	Total	**19,894.49**	**21,830.00**

SERVICE CHARGE STATEMENT OF ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2025

FOR

NEWHALL MANAGEMENT LIMITED

CHARTER HOUSE 163 - 169 NEWHALL STREET

jwHinks
CHARTERED ACCOUNTANTS
19 Highfield Road
Edgbaston
Birmingham
B15 3BH

NEWHALL MANAGEMENT LIMITED
CHARTER HOUSE 163 - 169 NEWHALL STREET

CONTENTS OF THE SERVICE CHARGE STATEMENT OF ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2025

NEWHALL MANAGEMENT LIMITED
CHARTER HOUSE 163 - 169 NEWHALL STREET

CLIENT APPROVAL CERTIFICATE
FOR THE YEAR ENDED 31 DECEMBER 2025

This report has been produce for Johnson Fellows on behalf of Newhall Managment Limited, the landlord of Charter House, 163 - 169 Newhall Street and relates to the reconciled service charge for the year ended 31 December 2025. This report has been produced having regards to the best practice guidelines for service charges in commercial property that have been published through the collaboration of a number of professional bodies representing a diversity of interests throughout the property industry.

I hereby certify that, according to the information available to me, the attached statement of service charge expenditure report and accompanying information on pages 3 to 5 records the true cost to the landlord of providing the service to the property for the year ended 31 December 2025, in accordance with the terms of the lease and, where practicable, the current edition of the RICS Professional Statement, Service Charges in Commercial Property.

Signed ....

For and on behalf of Johnson Fellows

Date: 28 April 2026

NEWHALL MANAGEMENT LIMITED
CHARTER HOUSE 163 - 169 NEWHALL STREET

INDEPENDENT ACCOUNTANTS' REVIEW REPORT
FOR THE YEAR ENDED 31 DECEMBER 2025

We have reviewed the statement of service charge expenditure for the above property and notes for the year ended 31 December 2025, set out on pages 3 to 5. the statement of service charge expenditure has been prepared by the Manager in accordance with guidance issued by the current edition of the RICS Professional Statement, Service Charges in Commercial Property.

Manager's Responsibility for the Statement of service charge expenditure

The Manager is responsible for the preparation of the statement of service charge expenditure and for such internal control as the Manager determines is necessary to enable the preparation of statements that are free from material misstatement, whether due to fraud or error.

Reporting Accountant's Responsibility

Our responsibility is to express a conclusion on the statement of service charge expenditure based on the procedures we have performed and the evidence we have obtained. We conducted our review in accordance with International Standard Engagements (ISRE) 2400, Engagements to Review Historical Financial Statements (Revised). ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the statement of service charge expenditure, taken as a whole, is not prepared in all material respects in accordance with the provisions of the Code of practice 'Service charges in commercial property' issued by the RICS. ISRE 2400 (Revised) also requires us to comply with relevant ethical requirements.

A review of a statement of service charge expenditure in accordance with ISRE 2400 (Revised) is a limited assurance engagement. The reporting accountant performs procedures, primarily consisting of making inquiries of management and other responsible persons for the services that comprise the service charge on this property, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedure do not include the review of the allocation or appointment of service charge expenditure to occupiers.

The procedures performed in a review are sustainably less than those performed in an audit conducted in accordance with International Standards on Auditing. Accordingly, we do not express an audit opinion on the statement of service charge expenditure.

Conclusion

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the statement of service charge expenditure, is not prepared in all material respects in accordance with the provisions of the Code of practice 'Service charges in commercial property' issued by the RICS.

Basis of Accounting, and Restriction on Distribution and Use

Without modifying our conclusion, we draw attention to Note 1 to the accounts, which describes the basis of accounting. The statement of service charge expenditure and certificate are prepared by the Manager to show how the service charge costs charged to occupiers are made up. As a result, the Statement of service charge expenditure may not be suitable for another purpose.

Our report is made in accordance with the terms of our engagement and is intended solely for the Manager for issue to current occupiers [and the owner]. This report should not be distributed to or used by other parties. Our work has been undertaken to enable us to make this report to the Manager and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility or liability to anyone other than the Manager in connection with the report or this engagement.

J.W. Hinks LLP .... Date: 30 April 2026

J W Hinks LLP
Chartered Accountants
19 Highfield Road
Edgbaston
Birmingham
B15 3BH

NEWHALL MANAGEMENT LIMITED

CHARTER HOUSE 163 - 169 NEWHALL STREET

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2025

	2025		2024	
	£	£	£	£
INCOME				
Service charges	21,830		21,237	
		21,830		21,237
MANAGEMENT				
Management fees	3,550		3,457	
Accounting fees	1,220		1,170	
Professional fees	96		-	
UTILITIES				
Electricity	800		800	
SOFT SERVICES				
Pest control	401		378	
Refuse	5,600		8,175	
Drainage	600		384	
HARD SERVICES				
External repairs	3,367		4,636	
Car park maintenance	1,028		649	
Gate entrance maintenance	2,904		2,226	
INSURANCE				
Insurance	329		331	
		19,895		22,206
Surplus/(deficit) for the year		1,935		(969)

BALANCING STATEMENT AS AT 31 DECEMBER 2025

	2025	2024
	£	£
ASSETS		
Service charges owed by tenants	22,051	-
Other debtors	47	-
Deficit re 23	-	846
Deficit for 2024	969	969
Cash at bank	27,496	28,645
	50,563	30,460
LIABILITIES		
Service charge demanded in advance	21,160	4,429
Surplus for the year	1,935	-
Accruals	6,059	4,878
	29,154	9,307
NET ASSETS	21,409	21,153
REPRESENTED BY:		
RESERVE FUND		
Balance brought forward	21,153	20,860
Interest received	256	293
Balance carried forward	21,409	21,153

1. ACCOUNTING POLICIES

This statement is prepared on an accruals basis under the historical cost convention.

2. VAT

The Landlord has not elected to waive the exemption from VAT and therefore all service charge expenditure is shown inclusive of VAT where applicable.

3. CASH AT BANK

The balance is held in a Managing Agent designated Client Account.

4. RESERVE FUND

The reserve fund has been established to meet the costs of large, non regular repair and maintenance work. The present level of the fund may prove insufficient given the uncertainty as to when such costs may occur.

5. SUMMARY OF ALL FEES CHARGED BY THE MANAGING AGENT

	Total fees	Professional fees	Procurement fees
	£	£	£
Management fees	3,550	3,550	-

6. ACCRUALS

These are expenses for goods and services actually incurred in a period for which no invoice has been received. As the cost relates to the period, it should be charged to the service charge account for that period.

	£
Accountancy	2,390
Electricity	1,600
Refuse	504
Car Park maintenance	101
Drainage	600
Landscaping	864
	6,059

7. EMPTY UNITS AND CONCESSIONS GRANTED TO TENANTS.

Where appropriate, costs are apportioned on a daily basis and for the avoidance of doubt it is confirmed that the landlord bears an appropriate proportion of the service charge expenditure in respect of voids and vacant premises.

Likewise, if any tenant has any form of concession, whereby their contribution towards the service charge is capped, or is lower than the apportionment due, the landlord pays the difference.

8. CONTRACTS

The suppliers detailed below have a contract in force for the services they provide that covers this (or future) accounting period

Contractor	Services
Biffa Waste Services Limited	Refuse
Midlands Pest Control Limited	Pest control
TGC Group Limited	Litter picking and soft landscaping maintenance
Outco Limited	Car park maintenance (gritting)
D Allum Fabrication Limited	Entrance gate maintenance