



**61/77 High Street**

**Harborne**

**Birmingham**

**B17 9NS**

**Service Charge Budget Report**

**26<sup>th</sup> March 2025 - 25<sup>th</sup> March 2026**

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## **Introduction**

This service charge budget report is intended to provide details of the planned expenditure for the service charge year commencing 26<sup>th</sup> March 2025 – 25<sup>th</sup> March 2026.

The service charge is established as provided for in the leases for the upkeep of the common parts of the property.

## **The Property**

The property is located on Harborne High Street and comprises nine retail units, with first and second floor accommodation, the majority of which is residential, accessed from the rear car park adjoining St Johns Road. However, three of the units use the upper floors for ancillary commercial purposes, with access from the ground floor units.

The car park to the rear is held under separate ownership. Historically it was agreed that the Management Company will contribute towards its repair and maintenance costs when required.

The communal services provided for the property consist of items such as pest control and electricity for the communal lighting. There is also a small forecourt area fronting St Johns Road, which is repaired and maintained via the service charge. Although the roof and balconies are the responsibility of the individual long leaseholders, by common agreement they are also repaired and maintained via the service charge. This does not include the rear extensions which remain the responsibility of each individual long leaseholder.

## **Service Charge Objectives**

The object of this budget report is to provide explanation of the planned service charge expenditure on a not for profit/not for loss basis.

As Managing Agents, Johnson Fellows aim to provide a 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 Service Charges in Commercial Property; RICS professional statement 1<sup>st</sup> edition.

## **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 property is not elected for VAT, consequently the expenditure stated within this report is gross of 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. Consequently, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.

### **Reserve Fund**

There is no reserve fund in place for this service charge year.

### **Service Charge Apportionment**

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

Schedule One            All Long Leaseholders

Schedule Two           All Long Leaseholders, except 61 High Street

There are two separate schedules as Central Midland Estates, the long leaseholder of 61 High Street, is responsible for their own building's insurance and for the repair and maintenance of their front and rear roof/canopy areas under the terms of their lease. Therefore, they do not contribute towards the building's insurance, or any repairs and maintenance associated with the communal front and rear roof/canopies.

Shared costs for items such as Management and Auditors Fees have been apportioned between the schedules.

## **Management Team**

### **Facilities Manager:**

Robert Scott  
Johnson Fellows, Charter House, 180 Newhall Street, Birmingham, B3 1SJ  
Mobile: 07540 732 602  
Email: [robert.scott@johnsonfellows.co.uk](mailto:robert.scott@johnsonfellows.co.uk)

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

### **Assistant Property Manager:**

Narinder Sira  
Johnson Fellows, Charter House, 180 Newhall Street, Birmingham, B3 1SJ  
Email: [narinder.sira@johnsonfellows.co.uk](mailto:narinder.sira@johnsonfellows.co.uk)

Narinder Sira assists with the management of the building, including the administration and collection of the service charge.

### **Management Surveyor:**

Angela Lindop  
Johnson Fellows, Charter House, 180 Newhall Street, Birmingham, B3 1SJ  
Mobile: 07954 124545  
Email: [angela.lindop@johnsonfellows.co.uk](mailto:angela.lindop@johnsonfellows.co.uk)

Angela Lindop is responsible for the overall management of the property.

### **Service Charge Accountant:**

Kiesha Gregory  
Client Accounts  
Johnson Fellows, Charter House, 180 Newhall Street, Birmingham, B3 1SJ  
Email: [kiesha.gregory@johnsonfellows.co.uk](mailto:kiesha.gregory@johnsonfellows.co.uk)

Kiesha Gregory is the client accountant responsible for this property.

## **Budget Commentary**

### **SCHEDULE 1 – Contributions by all units**

*All figures are shown gross of VAT.*

- **Management Fee** **£1,852**

The fee to manage the property and administer the service charge, which is a fixed fee indexed linked annually to the Retail Price Index (RPI). The total fee of £9256 (Including VAT) has been split between both schedules with 20% applied to Schedule 1 (£1852) and 80% applied to Schedule 2 (£7404).

- **Audit Fee** **£90**

This is the estimated cost of the independent audit of the service charge accounts. The accountants fee for certifying the service charge year end has been split between both schedules, with 20% applied to Schedule 1 and 80% applied to Schedule 2. The budget figure has been held for 2025/26.

- **Pest Control** **£454**

The estimated cost of the quarterly annual pest control contract for the external rear areas. This figure is based on the actual expenditure during the previous service charge year. Cost has increased minimally and reflects the current contract costs.

- **Car Park Maintenance** **£350**

This estimated cost provides a contingency sum for a maintenance contribution towards the rear service yard and car park that may be levied by the owner of the car park. The budgeted figure remains at the same level as the previous service charge year.

- **Building Repair** **£1,000**

The estimated cost contingency for any external repairs that all long leaseholders maintain a responsibility for. This will predominantly cover the forecourt area and common parts. This cost remains at the same level as the previous service charge year.

#### **Total**

**Schedule 1**

**£3746.00**

**SCHEDULE 2 – Contributions by all units except 61 High Street**

*All figures are shown gross of VAT.*

- **Management Fee** **£7404**

The fee to manage the property and administer the service charge, which is a fixed fee indexed linked annually to the Retail Price Index (RPI). The total fee of £9256 (Including VAT) has been split between both schedules with 20% applied to Schedule 1 (£1852) and 80% applied to Schedule 2 (£7404).

- **Audit Fee** **£360**

This is the estimated cost of the independent audit of the service charge accounts on an annual basis. The accountants fee for certifying the service charge year end has been split between both schedules, with 20% applied to Schedule 1 and 80% applied to Schedule 2.

- **Health & Safety** **£500**

The estimated cost of any general risk assessment (GRA) required in the budget year. The audit identifies any risks, or potential matters relating to the health and safety of the managed areas. Budgeted cost has been held for 2025/2026

- **Electricity Supply** **£858**

This estimated cost heading provides for the anticipated cost of the electricity consumption over the coming year. The budget has been decreased based on actual expenditure in the previous service charge year.

- **Building Repair** **£1000**

The cost heading provides for any external repairs that are required to the communal areas. Applicable remedial works advised from the general health and safety risk assessments will be accounted for under this cost heading. The budget has been maintained at the same level for the current year.

- **Roof Maintenance** **£500**

This is a contingency sum for any unexpected costs required to the roof.

- **Electrical Repair** **£1,000**

This is an estimated contingency sum for any electrical repairs or replacement bulbs that may be required during the service charge year.

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- **Insurance** **£6921**

This estimated cost heading is for the annual building's insurance renewal. The budget has increased based on the previous year's actual expenditure. This trend of increased premiums is indicative of various factors such as changes in risk assessments, claims, and overall market conditions.

**Total**

**Schedule 2**

**£18,543**

Schedule 1 Total: £3,746

Schedule 3 Total: £18,543

**Total Budget: £22,289.00**

*A Lindop*

Management Surveyor

*R. Scott*

Facilities Manager

## Appendix A

61/77 High Street Harborne Birmingham (00343)				
<b>Service Charge Unit Percentages</b>				
Recovery Group = sc				
Reconciliation Period = 26/03/2025-25/03/2026				
*Amounts in gbp				
Unit	Tenant	Days	Schedule 1 %	Schedule 2 %
0001	<b>Central Midlands Estates Ltd</b>	365.00	41.0000	0.0000
0002	<b>DKB Limited</b>	365.00	4.0000	6.6500
0003	<b>DKB Limited</b>	365.00	4.0000	6.6500
0004	<b>H Rowley (Holdings) Limited</b>	365.00	3.0000	7.9000
0005	<b>H Rowley (Holdings) Limited</b>	365.00	3.0000	7.9000
0006	<b>Crevato Properties Limited</b>	365.00	5.0000	6.6500
0007	<b>Crevato Properties Limited</b>	365.00	5.0000	6.6500
0008	<b>Michelle &amp; Co Catering Ltd</b>	365.00	3.0000	5.4000
0009	<b>Michelle &amp; Co Catering Ltd</b>	365.00	3.0000	5.4000
0010	<b>Adrian Philip Taylor &amp; Terence Marshall</b>	365.00	4.0000	5.4000
0011	<b>Adrian Philip Taylor &amp; Terence Marshall</b>	365.00	4.0000	5.4000
0012	<b>Maliks Property Ltd</b>	365.00	4.0000	6.6500
0013	<b>Maliks Property Ltd</b>	365.00	4.0000	6.6500
0014	<b>Wyndley Homes Ltd</b>	365.00	2.5000	5.6700
0015	<b>Wyndley Homes Ltd</b>	365.00	2.5000	5.6700
0016	<b>Wyndley Homes Ltd</b>	365.00	8.0000	11.3600
	<b>Total</b>		<b>100.0000</b>	<b>100.0000</b>

## Appendix B

61/77 High Street Harborne Birmingham (00343)

### **Service Charge Budget Comparison**

Recovery Group = sc

Reconciliation Period = 26/03/2025-25/03/2026

\*Amounts in gbp

Code	Description	Budget YE (03/2026)	Budget YE (03/2025)	Variance (£)	%
<b>1</b>	<b>Schedule 1</b>				
5100-0101	Management Fee	1,852.00	1,790.00	62.00	3.4637
5100-0203	S/C Audit Fees	90.00	90.00	0.00	0.0000
5300-1007	Pest control	454.00	450.00	4.00	0.8889
5400-1505	Car Park Maintenance	350.00	350.00	0.00	0.0000
5400-1530	Building Repair	1,000.00	1,000.00	0.00	0.0000
	<b>Schedule Total</b>	<b>3,746.00</b>	<b>3,680.00</b>	<b>66.00</b>	<b>1.7935</b>
<b>2</b>	<b>Schedule 2</b>				
5100-0101	Management Fee	7,404.00	7,156.00	248.00	3.4656
5100-0203	S/C Audit Fees	360.00	360.00	0.00	0.0000
5100-0402	Health & Safety	500.00	500.00	0.00	0.0000
5200-0501	Electricity	858.00	1,500.00	-642.00	-42.8000
5400-1530	Building Repair	1,000.00	1,000.00	0.00	0.0000
5400-1531	Roof Maintenance	500.00	500.00	0.00	0.0000
5400-1535	Electrical Repair	1,000.00	1,000.00	0.00	0.0000
5600-1901	Building Insurance	6,921.00	6,593.00	328.00	4.9750
	<b>Schedule Total</b>	<b>18,543.00</b>	<b>18,609.00</b>	<b>-66.00</b>	<b>-0.3547</b>
	<b>Total</b>	<b>22,289.00</b>	<b>22,289.00</b>	<b>0.00</b>	<b>0.0000</b>