



JOHNSON FELLOWS
CHARTERED SURVEYORS

**Audley House,
119 Buckingham Road,
Bicester,
Oxfordshire, OX26 3ET**

Service Charge Budget Report

1st December 2021 to

30th November 2022



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Johnson Fellows. Charter House, Newhall Street, Birmingham, B3 1SW





Introduction

Johnson Fellows have been appointed by The Midcounties Co-operative Limited (MCC) to manage the commercial communal areas and services of Audley House with effect from 1st December 2021.

A service charge is required to maintain the communal structures, services, and areas. The maintenance of the external and structural parts of the building together with the access road is maintained by the superior landlord. MCC are responsible for the maintenance of the commercial common parts.

The service charge budget report provides details of the planned expenditure for the forthcoming service charge year, including the contribution to the Estate Service Charge arranged by the Superior Landlord.

This is the first service charge budget to have been prepared and issued and it has adopted a service charge year end date of 30th November 2022. At the end of the year an expenditure report will be issued with tenant certificates detailing contributions, apportioned expenditure, and the credit/debit balances.

The Property

The property comprises of the ground floor of a multi-storey building. The commercial ground floor accommodation comprises four retail units. To the front of the building are communal walkways and a customer car park and to the rear are specific areas for use by the commercial tenants including a bin store and three parking areas.

The areas maintained on behalf of MCC include the front walkways and customer car park and the rear bin store and commercial parking areas.

The structure and external parts of the building together with the upper floor of residential flats, rear car park and soft landscaping are managed separately by the superior landlord.

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 Landlord has elected the property for VAT.

The service charge has VAT charged at the standard rate.

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



Whilst the leases provide for a reserve fund, one is not established.

Service Charge Objectives

The object of this report is to provide clear explanation of the planned service charge expenditure on a not for profit/not for loss basis. It is also to promote clarity and transparency and to allow the leaseholders to budget accurately for the forthcoming year.

We encourage leaseholders 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 seek to provide a high-quality management service to deliver a well-maintained environment with value for money for the service charge expenditure.

The service charge is administered having regard to the RICS professional statement, Service Charges in Commercial Property, 1st Edition.

Management Team

Facilities Manager:

Robert Scott
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0407
Mobile: 07540 732 602
Email: 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, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0463
Mobile: 07745 539 094
Email: narinder.sira@johnsonfellows.co.uk

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

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.



Management Surveyor:

Neil Wetherell

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0406

Mobile: 07836 313 914

Email: neil.wetherell@johnsonfellows.co.uk

Neil Wetherell is responsible for the overall management of the property.

Service Charge Apportionment

The service charge operates for the whole property as defined in the lease documents. Appendix A, Service Charge Apportionment details the apportionment percentages for each lessee.

Budget Commentary

SCHEDULE 1 – General

All figures are net of VAT

- **Management Fee** **£1500**

This figure represents the fee to manage the common parts and administer the service charge. It is indexed linked to RPI.

- **S/Charge Audit Fees** **£350**

This budget provides for external accountants to certify the service charge.

- **Estate S/C** **£4,500**

The service charge payable to the superior landlord for the upkeep of the building structure and external parts together with the access road and boundaries.

- **Facilities Manager** **£500**

The figure represents the facilities managers fee to administer the maintenance contracts and organise the repair and maintenance of the common parts. It is a fixed fee indexed linked annually to RPI.

- **Landlords risk assessments, audits & reviews** **£500**

The budget for the annual health and safety audit of the common parts of the property.

- **External Cleaning** **£4,500**

The contract cost for the cleaning of the walkways and car park.

- **Snow Clearance/ Gritting** **£1,000**



The budget for the gritting of the car park and pedestrian walkways.

- **Drainage** **£750**

Annual flush and maintenance of the drains serving the commercial premises, having regards to the high fat content of waste from the food takeaway tenants.

- **External Repairs & Maintenance** **£1,000**

A contingency budget for reactive works required during the year.

Total

Schedule 1 **£19,100**

This is the first annual budget.

Please note this budget is net of VAT at 20%.

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Management Surveyor

24th November 2021
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Facilities Manager

24th November 2021
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Appendix A

Audley House Bicester (p0000014)

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/12/2021-30/11/2022

*Amounts in gbp

Unit	Tenant	Days	Schedule 1
UNIT_1	Kentucky Fried Chicken (Great Britain) Limited	365.00	17.6300
UNIT_2	Sania Limited	365.00	12.2400
UNIT_3	Ladbrokes Betting & Gaming Limited	365.00	11.3700
UNIT_A	The Midcounties Co-operative Limited	365.00	58.7600
Total			100.0000



Appendix B

Audley House Bicester (p0000014)

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/12/2021-30/11/2022

*Amounts in gbp

Code	Description	Actual (12/2020)	Budget (11/2021)	Budget (11/2022)	Variance	%
1	Schedule 1					
5100-0101	Management Fee	0.00	0.00	1,500.00	1,500.00	N/A
5100-0203	S/C Audit Fees	0.00	0.00	350.00	350.00	N/A
5100-0307	Estate S/C	4,227.32	0.00	4,500.00	4,500.00	N/A
5100-0309	Facilities Manager	0.00	0.00	500.00	500.00	N/A
5100-0401	Landlords risk assessments, audits & reviews	0.00	0.00	500.00	500.00	N/A
5300-1002	External Cleaning	8,994.31	0.00	9,000.00	9,000.00	N/A
5300-1010	Snow clearance / Gritting	0.00	0.00	1,000.00	1,000.00	N/A
5300-1016	Drainage	720.00	0.00	750.00	750.00	N/A
5400-1502	External Repairs and maintenance	0.00	0.00	1,000.00	1,000.00	N/A
	Schedule Total	13,941.63	0.00	19,100.00	19,100.00	N/A
	Total	13,941.63	0.00	19,100.00	19,100.00	N/A