



Astor House and Holden Way

Lichfield Road

Mere Green

Birmingham

B74 2UG

Service Charge Budget Report

1st April 2021 to 31st March 2022



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Introduction

The service charge budget report is intended to provide details of the planned expenditure for the service charge year.

A service charge is necessary due to there being communal structures, areas and services.

The Property

The property comprises of a number attached buildings with units used for retail, leisure, office and residential purposes. To the side and rear of the buildings is an access road and two service areas.

The common parts include the main structure and the external elements of the buildings (but not the shop frontages), the vehicular access way, service yards and the boundary walls/fences. The internal communal areas for the offices just serve a limited number of the office suites and include the entrance and stairs.

Not all leaseholders are responsible for contributing to all service charge expenditure for the property. For this reason, service charge schedules are used, details of which are set out below.

Service Charge Objectives

The object of this budget 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 aim to provide a high-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 1st 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 Landlord has elected the property for VAT.

The service charge payable by the commercial lessees has VAT charged at the standard rate. The service charge payable by the leaseholders of the residential maisonettes is charged



inclusive of VAT, as the landlord is unable to recover the VAT on this part of the service charge expenditure.

As a result of the different VAT status of occupiers, service charge schedules are used.

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.

Reserve Fund

Recent exceptional works have been carried out to Astor House. Some of the works were improvements and are not service charge recoverable. For clarity, those works which are NOT funded from the service charge comprised of:

ASTOR HOUSE

Cladding & insulation to front elevation	£159,989.00
Window replacement	£37,693.94

Those works which are service charge recoverable comprised of:

ASTOR HOUSE OFFICES

Repairs to internal communal areas	£39,689.00
Fire Alarm Works	£2,623.50
Asbestos Report	£840.00
Post box	£635.68
Decorate rear staircase	<u>£462.00</u>
TOTAL	£44,250.18

Due to there being no historic reserve fund the landlord funded the cost of these works. The cost of the works which are service charge recoverable are being repaid to the landlord from the service charge, subject to interest at 2% plus Barclays Bank base rate. Contributions which have been included in recent service charge accounts are:

ASTOR HOUSE OFFICES

Service Charge accrual to 31/3/18	£22,310.00
YE 31 st March 2019 accrual	£3,500.00
YE 31 st March 2020 accrual	£3,500.00
YE 31 st March 2021 accrual	£3,500.00

The outstanding balance for Astor House Offices will continue to be paid down at a rate of £3,500pa during 2021/2022.

Repairs have been identified to the roof of 290 Lichfield Road, the budget cost of which is £68,000+vat. Normally it is financial prudent to plan for the cost of these repairs in advance and to spread the cost over a period of time, but due to the Covid-19 pandemic the setting up of a reserve fund in the 2020/2021 budget was deferred. The works are now urgent due to water ingress into the units so these works will be undertaken in 2021 with the full cost being funded within the service charge year.



Service Charge Apportionment

The service charge operates for the whole property as defined in the lease documents. The apportionment percentages for each lessee are noted within the Service Charge Apportionment in Appendix A. They are based upon the GIA calculated in accordance with the RICS Code of Measuring Practice, 6th Edition following the property being measured by Johnson Fellows.

A number of service charge schedules are used for the apportionment of the service charge expenditure. The Schedules are detailed below.

Schedule 1 – Astor House Internal Offices

There are a number of office suites (A, B, C, D and 2) which are accessed via a communal entrance and stairs. They also benefit from communal services including heating and fire alarm.

The budget shown in Schedule 1 is stated exclusive of VAT.

Schedule 2 – Astor House

All leaseholders within Astor House contribute to this schedule. The expenditure within this schedule includes the repair and maintenance of the structure and external parts of the building, but not the shop fronts.

Schedule 3 – 290 Lichfield Road (Commercial)

The ground floor retail unit of 290 Lichfield Road has been split into three units with two maisonettes situated above.

Two separate schedules have been adopted for 290 Lichfield Road due to the VAT status of the residential maisonettes, with Schedule 3 allocated 72% for the commercial units and Schedule 4 28% for the maisonettes. This split reflects the total floor area of the commercial units and the residential maisonettes.

The expenditure within this schedule includes the repair and maintenance of the structure and external parts of the building.

The expenditure in Schedule 3 is shown exclusive of VAT.

Schedule 4 – 290 Lichfield Road (Residential)

This schedule is for a share (28%) of expenditure also detailed in Schedule 3, which is attributable to the maisonettes.

The budget is shown **inclusive** of VAT

Schedule 5 – Holden Way Phase 1



This schedule comprises of ground floor units with the part of the gym immediately above at first floor. The expenditure within this schedule includes the repair and maintenance of the structure and external parts of the building and is shown exclusive of VAT.

Schedule 6 – Holden Way Phase 2

This schedule comprises of one ground floor unit with part of the gym at first floor above. The expenditure within this schedule includes the repair and maintenance of the structure and external parts of the building and is shown exclusive of VAT.

Schedule 7 – All Tenants

The expenditure included in this schedule relates to the external communal areas, towards which all commercial leaseholders contribute.

The two maisonettes are excluded from this schedule as the residential tenants do not use the service yards or access road.

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.

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.

Assistant Management Surveyor:

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 is responsible for the collection of the service charge and assisting with the 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.

Budget Commentary

SCHEDULE 1 – Astor House Offices

All figures are shown net of VAT

- **Cleaning** **£2,750**

The contract cost for the cleaning of internal communal areas which serve the offices.

- **Window Cleaning** **£500**

The contract cost for the external window cleaning of Suites A, B, C, D & 2.

- **Repairs - Internal** **£1,000**

A contingency for any repairs required to the internal communal areas which serve the offices.

- **Electricity Supply** **£850**

The communal electricity supply serving the internal areas and services.

- **Gas Supply** **£2,250**

The communal gas supply for the heating of the offices.

- **Mechanical & Electrical Maintenance** **£2,500**

There is a single contract for the maintenance of various services for the offices which cover:

- Emergency lighting
- Fire extinguishers
- Entrance roller shutter
- Central heating boiler
- Tap temperature tests
- Gas safety inspection of the central heating boiler

- **Mechanical & Electrical Repairs** **£2,000**

The cost for any re-active repairs to the services covered by the M&E contract.



- **Health & Safety** **£900**

The cost of the annual Health & Safety Audit of the communal office areas and services.

- **Loan Repayment** **£3,500**

The annual repayment of the Landlord's funding of the exceptional works carried out to the internal communal office areas in 2018.

- **Management Fee** **£2,066**

A share of the fee to manage the property and administer the service charge which is a fixed fee, indexed linked annually to RPI. It is apportioned between schedules having regards to the schedule's expenditure (excluding exceptional expenditure).

- **Facilities Management** **£1,410**

A share of the facilities management costs for the administration of maintenance works and contracts. It is apportioned between schedules having regards to the schedule expenditure (excluding exceptional expenditure).

Total

- Schedule 1** **£19,726**

This budget is net of VAT.

SCHEDULE 2 – Astor House

All figures are shown net of VAT

- **Building Repair** **£5,000**

The cost for any reactive repairs to the building.

- **Mechanical & Electrical Maintenance** **£2,500**

The contract for the maintenance of the fire alarm which serves the whole of Astor House.

- **Management Fee** **£1,215**

A share of the fee to manage the property and administer the service charge which is a fixed fee, indexed linked annually to RPI. It is apportioned between schedules having regards to the schedule expenditure.

- **Facilities Management** **£829**

A share of the facilities management costs for the administration of the maintenance works and contracts. It is apportioned between schedules having regards to the schedule expenditure.





Total

Schedule 2 **£9,545**

This budget is net of VAT.

SCHEDULE 3 – 290 Lichfield Road (Commercial)

All figures are shown net of VAT

- **Building Repair** **£1,000**

The cost of any reactive repairs to the building.

- **Exceptional Expenditure** **£49,000**

The costs of the planned repair of the ground floor roof.

- **Management Fee** **£162**

A share of the fee to manage the property and administer the service charge which is a fixed fee, indexed linked annually to RPI. It is apportioned between schedules having regards to the schedule expenditure (excluding exceptional expenditure).

- **Facilities Management** **£111**

A share of the facilities management costs for the administration of the maintenance works and contracts. It is apportioned between schedules having regards to the schedule expenditure (excluding exceptional expenditure).

Total

Schedule 3 **£50,273**

This budget is net of VAT.

SCHEDULE 4 – 290 Lichfield Road (Residential)

All figures are shown inclusive of VAT

- **Building Repair** **£500**

The cost for any reactive repairs to the building.

- **Exceptional Expenditure** **£22,800**

The costs of the planned repair of the ground floor roof.





- **Management Fee** £97

A share of the fee to manage the property and administer the service charge which is a fixed fee, indexed linked annually to RPI. It is apportioned between schedules having regards to the schedule expenditure (excluding exceptional expenditure).

- **Facilities Management** £66

A share of the facilities management costs for the administration of the maintenance works and contracts. It is apportioned between schedules having regards to the schedule expenditure (excluding exceptional expenditure).

Total

Schedule 4 £23,464

This budget is inclusive of VAT.

SCHEDULE 5 – Holden Way Phase 1

All figures are shown net of VAT

- **Building Repair** £2,000

The cost for any reactive repairs to the building.

- **Management Fee** £324

A share of the fee to manage the property and administer the service charge which is a fixed fee, indexed linked annually to RPI. It is apportioned between schedules having regards to the schedule expenditure.

- **Facilities Management** £221

A share of the facilities management costs for the administration of the maintenance works and contracts. It is apportioned between schedules having regards to the schedule expenditure.

Total

Schedule 5 £2,545

This budget is net of VAT.

SCHEDULE 6 – Holden Way Phase 2

All figures are shown net of VAT



- **Building Repair** **£2,000**

The cost for any reactive repairs to the building.

- **Management Fee** **£324**

A share of the fee to manage the property and administer the service charge which is a fixed fee, indexed linked annually to RPI. It is apportioned between schedules having regards to the schedule expenditure.

- **Facilities Management** **£221**

A share of the facilities management costs for the administration of the maintenance works and contracts. It is apportioned between schedules having regards to the schedule expenditure.

Total

- Schedule 6** **£2,545**

This budget is net of VAT.

SCHEDULE 7 – All Tenants

All figures are shown net of VAT

- **Cleaning** **£8,000**

The contract cost for the cleaning of the external communal areas.

- **Pest Control** **£800**

The contract costs for the maintenance of the bait boxes provided around the external communal areas.

- **Drain Maintenance** **£1,400**

The contract cost for the annual flush of the surface water drains serving the external communal areas and the rain water goods serving all buildings.

- **Electrical Repair** **£4,000**

Reactive repairs to the electrical fittings serving the external communal areas.

- **Landscape - External** **£500**

The contract cost for the maintenance of the communal landscaping, including the treating of weeds.



- **Repairs – External** **£7,500**

The budget for re-active repairs carried out to the external communal areas.

- **Gritting** **£5,000**

A provision for the clearing of snow and gritting of communal areas during winter.

- **Electrical Supply** **£2,000**

The supply of electricity to the external communal lighting.

- **Health & Safety** **£1,000**

The cost of the annual health & safety audit of the external communal areas.

- **Income** **-£7,209**

Contributions to the maintenance costs of the access road and service yard by the third parties who have rights of way over the access road and service yards and are liable to contribute to maintenance costs, but who are not otherwise part of the service charge regime at the property.

- **Interest** **£0**

Any interest charged for the late payment of service charge will be credited to the service charge.

- **Audit Fees** **£750**

The fees for the external accountants to certify the annual service charge accounts.

- **Management Fees** **£3,847**

A share of the fee to manage the property and administer the service charge which is a fixed fee, indexed linked annually to RPI. It is apportioned between schedules having regards to the schedule expenditure.

- **Facilities Management** **£2,625**

A share of the facilities management costs for the administration of the maintenance works and contracts. It is apportioned between schedules having regards to the schedule expenditure.

Total

Schedule 7 **£30,214**

This budget is net of VAT.



NSherwood

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Management Surveyor

Facilities Manager

11th March 2021

11th March 2021

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Dated

Dated



Appendix A

Astor House, Lichfield Road, Mere Green, Sutton Coldfield, B74 2UG (02159)										
Service Charge Apportionment										
1st April 2021 to 31st March 2022										
Unit	Occupier	Area (sq. ft.)	1 - Astor House Offices (Internal)	2 - Astor House	3 - 290 Lichfield Road Commercial	4 - 290 Lichfield Road Residential (Gross VAT)	5 - Holden Way Phase 1	6 - Holden Way Phase 2	7 - All Units	
Office 1	Void	765	0.0000%	4.5777%	0.0000%	0.0000%	0.0000%	0.0000%	1.6627%	
Suite A	Medizen Ltd	1,029	16.2354%	6.2390%	0.0000%	0.0000%	0.0000%	0.0000%	2.2662%	
Suite B	Medizen Ltd	1,795	28.3212%	10.8834%	0.0000%	0.0000%	0.0000%	0.0000%	3.9531%	
Suite C	Medizen Ltd	737	11.6283%	4.4686%	0.0000%	0.0000%	0.0000%	0.0000%	1.6231%	
Suite D & Office 2	Four Oaks Taxation & Accounting Services Ltd	2,777	43.8151%	16.8374%	0.0000%	0.0000%	0.0000%	0.0000%	6.1158%	
Office 6	Footsteps Counselling & Support	861	0.0000%	5.2204%	0.0000%	0.0000%	0.0000%	0.0000%	1.8962%	
Office 7	Travelholic Ltd	861	0.0000%	5.2204%	0.0000%	0.0000%	0.0000%	0.0000%	1.8962%	
Office 8	MAC Tech Group Ltd	861	0.0000%	5.2204%	0.0000%	0.0000%	0.0000%	0.0000%	1.8962%	
276a Lichfield Road	KBC MG Ltd	511	0.0000%	3.0983%	0.0000%	0.0000%	0.0000%	0.0000%	1.1254%	
278 Lichfield Road	Oriental Kravings Ltd	667	0.0000%	4.0441%	0.0000%	0.0000%	0.0000%	0.0000%	1.4689%	
278a Lichfield Road	PI Property Development Ltd	667	0.0000%	4.0441%	0.0000%	0.0000%	0.0000%	0.0000%	1.4689%	
280 Lichfield Road	Cancer Research UK	667	0.0000%	4.0441%	0.0000%	0.0000%	0.0000%	0.0000%	1.4689%	
280a Lichfield Road	Frostis Photocentre Ltd	667	0.0000%	4.0441%	0.0000%	0.0000%	0.0000%	0.0000%	1.4689%	
282a Lichfield Road	Ms Bishop	727	0.0000%	4.4079%	0.0000%	0.0000%	0.0000%	0.0000%	1.6011%	
284 Lichfield Road	Aconns Childrens Hospice Trust	667	0.0000%	4.0441%	0.0000%	0.0000%	0.0000%	0.0000%	1.4689%	
284a Lichfield Road	St Giles Hospice Shops Ltd	667	0.0000%	4.0441%	0.0000%	0.0000%	0.0000%	0.0000%	1.4689%	
286 Lichfield Road	Coral Reacing Ltd	667	0.0000%	4.0441%	0.0000%	0.0000%	0.0000%	0.0000%	1.4689%	
286a Lichfield Road	Harpers Cleaning Ltd	910	0.0000%	5.5175%	0.0000%	0.0000%	0.0000%	0.0000%	2.0041%	
Flat A 290 Lichfield Road	JD Wetherspoon Plc	1,190	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	
Flat B 290 Lichfield Road	Ms Sagnia	1,190	0.0000%	0.0000%	0.0000%	50.0000%	0.0000%	0.0000%	0.0000%	
290a Lichfield Road	Indigo Sun Retail Ltd	2,321	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	5.1115%	
Unit 1 290 Lichfield Road	Cook Trading Ltd	1,873	0.0000%	0.0000%	27.6392%	0.0000%	0.0000%	0.0000%	3.6845%	
290c- Lichfield Road	FRS (Birmingham) Ltd	2,059	0.0000%	0.0000%	34.0162%	0.0000%	0.0000%	0.0000%	4.5345%	
292b Lichfield Road	FRS (Birmingham) Ltd	1,433	0.0000%	0.0000%	0.0000%	0.0000%	13.2346%	0.0000%	3.2880%	
292a Lichfield Road	Ian McLeod Hairdressing & Beauty Ltd	1,436	0.0000%	0.0000%	0.0000%	0.0000%	13.2612%	0.0000%	3.2946%	
294 Lichfield Road	Pioneers UK Ltd	1,966	0.0000%	0.0000%	0.0000%	0.0000%	17.4275%	0.0000%	4.3297%	
Unit 3 Holden Way 294 Lichfield Road	KPD Communications Ltd	950	0.0000%	0.0000%	0.0000%	0.0000%	8.4212%	0.0000%	2.0922%	
292 & 294 Lichfield Road (First Floor)	Greenwich Leisure Ltd	5,363	0.0000%	0.0000%	0.0000%	0.0000%	46.3126%	0.0000%	11.8110%	
Unit 1 Holden Way 294 Lichfield Road	Greenwich Leisure Ltd	5,376	0.0000%	0.0000%	0.0000%	0.0000%	47.6553%	0.0000%	11.8396%	
Unit 1 Holden Way 294 Lichfield Road	JD Wetherspoon Plc	6,217	0.0000%	0.0000%	0.0000%	0.0000%	53.6874%	0.0000%	13.6917%	
TOTAL		47,787	100.0000%	6,338	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	45,407
AREA of Schedule (sq. ft.)				16,493	6,053	2,380	11,281	11,580	11,580	45,407



Appendix B

Astor House, Lichfield Road, Mere Green, Sutton Coldfield, B74 2UG (02159)

Service Charge Variance

1st April 2021 to 31st March 2022

The property is VAT registered. Figures shown net of VAT.

Service Charge Item	Schedule	Expenditure YE		Budget YE		Budget v Budget	
		3/2020	Budget YE 3/2021	3/2022		Variance %	Variance £
Cleaning	1 - Astor House Offices	£ 2,276	£ 2,750	£ 2,750		0.00%	£ -
Refuse	1 - Astor House Offices	£ 3,898	£ -	£ -		#DIV/0!	£ -
Window Cleaning	1 - Astor House Offices	£ 967	£ 900	£ 500		-44.44%	£ -400
Decoration - Internal	1 - Astor House Offices	£ -	£ -	£ -		N/A	£ -
Repairs - Internal	1 - Astor House Offices	£ 175	£ 2,000	£ 1,000		-50.00%	£ -1,000
Electricity Supply	1 - Astor House Offices	£ 687	£ 850	£ 850		0.00%	£ -
Gas Supply	1 - Astor House Offices	£ 1,982	£ 2,250	£ 2,250		0.00%	£ -
Mechanical & Electrical Maintenance	1 - Astor House Offices	£ 2,466	£ 5,000	£ 2,500		-50.00%	£ -2,500
Mechanical & Electrical Repairs	1 - Astor House Offices	£ 2,860	£ 2,000	£ 2,000		0.00%	£ -
Health & Safety	1 - Astor House Offices	£ 476	£ 900	£ 900		0.00%	£ -
Reserve Fund	1 - Astor House Offices	£ -	£ -	£ -		N/A	£ -
Loan Repayment	1 - Astor House Offices	£ 3,500	£ 3,500	£ 3,500		0.00%	£ -
Exceptional Expenditure	1 - Astor House Offices	£ -	£ -	£ -		N/A	£ -
Management Fees	1 - Astor House Offices	£ 3,756	£ 2,949	£ 2,066		-29.94%	£ -883
Facilities Management	1 - Astor House Offices	£ 2,504	£ 2,012	£ 1,410		N/A	£ -602
	1 - Astor House Offices Total	£ 25,547	£ 25,111	£ 19,726		-21.45%	£ 5,385
Building Repair	2 - Astor House	£ 130	£ 5,000	£ 5,000		0.00%	£ -
Decoration - External	2 - Astor House	£ -	£ 500	£ -		N/A	£ -500
Mechanical & Electrical Maintenance	2 - Astor House	£ 2,384	£ -	£ 2,500		N/A	£ 2,500
Reserve Fund	2 - Astor House	£ -	£ -	£ -		N/A	£ -
Loan Repayment	2 - Astor House	£ 6,670	£ -	£ -		#DIV/0!	£ -
Exceptional Expenditure	2 - Astor House	£ -	£ -	£ -		N/A	£ -
Management Fees	2 - Astor House	£ 1,789	£ 805	£ 1,215		50.98%	£ 410
Facilities Management	2 - Astor House	£ 1,193	£ 549	£ 829		N/A	£ 280
	2 - Astor House Total	£ 12,166	£ 6,854	£ 9,545		39.25%	£ 2,690
Building Repair	3 - 290 Lichfield Road (Commercial)	£ 337	£ 1,000	£ 1,000		N/A	£ -
Decoration - External	3 - 290 Lichfield Road (Commercial)	£ -	£ 350	£ -		N/A	£ -350
Reserve Fund	3 - 290 Lichfield Road (Commercial)	£ -	£ -	£ -		N/A	£ -
Exceptional Expenditure	3 - 290 Lichfield Road (Commercial)	£ -	£ -	£ 49,000		N/A	£ 49,000
Management Fees	3 - 290 Lichfield Road (Commercial)	£ 66	£ 198	£ 162		N/A	£ -36
Facilities Management	3 - 290 Lichfield Road (Commercial)	£ 44	£ 135	£ 111		N/A	£ -24
	3 - 290 Lichfield Road (Commercial) Total	£ 447	£ 1,682	£ 50,273		N/A	£ 48,590
Building Repair	4 - 290 Lichfield Road (Residential)	£ 167	£ 500	£ 500		N/A	£ -
Decoration - External	4 - 290 Lichfield Road (Residential)	£ -	£ 180	£ -		N/A	£ -180
Reserve Fund	4 - 290 Lichfield Road (Residential)	£ -	£ -	£ -		N/A	£ -
Exceptional Expenditure	4 - 290 Lichfield Road (Residential)	£ -	£ -	£ 22,800		N/A	£ 22,800
Management Fees	4 - 290 Lichfield Road (Residential)	£ 40	£ 119	£ 97		N/A	£ -22
Facilities Management	4 - 290 Lichfield Road (Residential)	£ 26	£ 81	£ 66		N/A	£ -15
	4 - 290 Lichfield Road (Residential) Total	£ 233	£ 881	£ 23,464		N/A	£ 22,583
Building Repair	5 - Holden Way Phase 1	£ 750	£ 2,000	£ 2,000		0.00%	£ -
Decoration - External	5 - Holden Way Phase 1	£ -	£ -	£ -		N/A	£ -
Reserve Fund	5 - Holden Way Phase 1	£ -	£ -	£ -		N/A	£ -
Exceptional Expenditure	5 - Holden Way Phase 1	£ -	£ -	£ -		#DIV/0!	£ -
Management Fees	5 - Holden Way Phase 1	£ 146	£ 293	£ 324		10.72%	£ 31
Facilities Management	5 - Holden Way Phase 1	£ 97	£ 200	£ 221		N/A	£ 21
	5 - Holden Way Phase 1 Total	£ 993	£ 2,492	£ 2,545		2.12%	£ 53
Building Repair	6 - Holden Way Phase 2	£ -	£ 2,000	£ 2,000		0.00%	£ -
Decoration - External	6 - Holden Way Phase 2	£ -	£ -	£ -		N/A	£ -
Reserve Fund	6 - Holden Way Phase 2	£ -	£ -	£ -		N/A	£ -
Exceptional Expenditure	6 - Holden Way Phase 2	£ -	£ -	£ -		#DIV/0!	£ -
Management Fees	6 - Holden Way Phase 2	£ -	£ 293	£ 324		10.72%	£ 31
Facilities Management	6 - Holden Way Phase 2	£ -	£ 200	£ 221		N/A	£ 21
	6 - Holden Way Phase 2 Total	£ -	£ 2,492	£ 2,545		2.12%	£ 53
Cleaning	7 - All Tenants	£ 6,399	£ 8,000	£ 8,000		0.00%	£ -
Pest Control	7 - All Tenants	£ 447	£ 800	£ 800		0.00%	£ -
Decoration - External	7 - All Tenants	£ -	£ -	£ -		N/A	£ -
Drain Maintenance	7 - All Tenants	£ 1,477	£ 1,000	£ 1,400		N/A	£ 400
Electrical Repair	7 - All Tenants	£ 2,302	£ 1,000	£ 4,000		N/A	£ 3,000
Landscape - External	7 - All Tenants	£ -	£ 1,000	£ 500		-50.00%	£ -500
Repairs - External	7 - All Tenants	£ 165	£ 7,500	£ 7,500		N/A	£ -
Gritting	7 - All Tenants	£ -	£ 5,000	£ 5,000		0.00%	£ -
Electrical Supply	7 - All Tenants	£ 1,188	£ 2,000	£ 2,000		N/A	£ -
Health & safety	7 - All Tenants	£ -	£ 2,000	£ 1,000		-50.00%	£ -1,000
Income	7 - All Tenants	£ 2,825	£ 6,673	£ 7,209		N/A	£ 535
Interest	7 - All Tenants	£ -	£ -	£ -		N/A	£ -
Audit Fees	7 - All Tenants	£ 750	£ 750	£ 750		0.00%	£ -
Management Fees	7 - All Tenants	£ 1,928	£ 3,275	£ 3,847		17.47%	£ 572
Professional Fees	7 - All Tenants	£ -	£ -	£ -		N/A	£ -
Facilities Management	7 - All Tenants	£ 1,285	£ 2,235	£ 2,625		N/A	£ 391
	7 - All Tenants Total	£ 13,116	£ 27,886	£ 30,214		8.35%	£ 2,328
	Grand Total	£ 52,502	£ 67,400	£ 138,311		105.21%	£ 70,911