



Astor House and Holden Way

Lichfield Road

Mere Green

Birmingham

B74 2UG

Service Charge Expenditure Report

1st April 2024 to 31st March 2025

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Introduction

The report is intended to provide details of the 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 of 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 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 report is to provide clear explanation 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 leaseholders to budget accurately.

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 aims 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

As there have been several occasions when the Landlord has forward funded significant service charge works to help spread the cost of such works over a number of years, a policy decision has been taken to establish reserve funds where is considered appropriate. Leases do provide for funds to be reserved for planned expenditure.

ASTOR HOUSE INTERNAL (Schedule 1)

A reserve fund has been established for Astor House internal areas which will be used for maintenance which has been identified as the heating and hot water systems. The reserve fund statement is:

Balance b/f	£00.00
Contribution YE 2025	£8,000.00
Balance c/f	£8,000.00

ASTOR HOUSE (Schedule 2)

A reserve fund has been established for the Astor House building which will be used for maintenance which has been identified to the rear of Astor House. The reserve fund statement is:

Balance b/f	£5,489.62
Contribution YE 2025	£2,500.00
Interest	£33.89
Balance c/f	£8,023.51

No. 290 COMM (Schedule 3)

A reserve fund has been established for 290 Lichfield Road which will be used for maintenance which has been identified to the building, including the repair of the roof walkway. The reserve fund statement is:

Balance b/f	£00.00
Contribution YE 2025	£2,153.00
Balance c/f	£2,153.00

No. 290 RESI (Schedule 4)

A reserve fund has been established for 290 Lichfield Road which will be used for maintenance which has been identified to the building, including the roof walkway. The reserve fund statement is:

Balance b/f	£00.00
Contribution YE 2025	£1,016.00
Balance c/f	£1,016.00

HOLDEN PHASE 1 (Schedule 5)

A reserve fund will be established for Holden Way Phase 1, but due to the level of expenditure this year, no contribution has yet been made. The reserve fund statement is:

Balance b/f	£00.00
Contribution YE 2025	£00.00
Balance c/f	£00.00

HOLDEN PHASE 2 (Schedule 6)

A reserve fund has been established for the Holden Way Phase 2 which will be used for maintenance of the building. The reserve fund statement is:

Balance b/f	£00.00
Contribution YE 2025	£2,000.00
Balance c/f	£2,000.00

EXTERNAL COMMUNAL AREAS (Schedule 7)

A reserve fund has been established the external communal areas for maintenance which has been identified to the access road and service area at the rear of Astor House. The reserve fund statement is:

Balance b/f	£22,500.00
Contribution YE 2025	£3,000.00
Interest	£138.92
Balance c/f	£25,638.92

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, as not all tenants are liable to contribute to all expenditure. The Schedules are detailed below.

Schedule 1 – Astor House Internal Offices

A number of office suites (A, B, C, D and 2) are accessed via a communal entrance and stairs. They also benefit from communal services including heating. This expenditure is shown in Schedule 1 and is stated exclusive of VAT.

Schedule 2 – Astor House

All leaseholders within Astor House contribute to this schedule. The expenditure includes the repair and maintenance of the structure and external parts of the building, but not the shop fronts. They also benefit from a communal fire alarm.

Schedule 3 – 290 Lichfield Road (Commercial)

The ground floor retail unit of 290 Lichfield Road has been split into three retail 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. Schedule 3 is allocated 72% of the expenditure for the repair and maintenance of the structure and external parts of the building. The share reflects the split of the floor area of the commercial units and the residential maisonettes.

The expenditure in Schedule 3 is shown exclusive of VAT.

Schedule 4 – 290 Lichfield Road (Residential)

This schedule is allocated 28% of the expenditure for the repair and maintenance of the structure and external parts of the building.

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:

Daniel Blakeman
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Mobile: 07786 072 755
Email: daniel.blakeman@johnsonfellows.co.uk

Daniel Blakeman is responsible for the repair and maintenance of the property and statutory compliance.

Help Desk:

Jay Chauhan
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
Mobile: 07763 564 705
Email: helpdesk@johnsonfellows.co.uk

Jay Chauhan is responsible for providing the helpdesk service for the benefit of the occupiers of the property.

Management Surveyor:

Maria Lazenbury
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0406
Mobile: 07836 313 914
Email: maria.lazenbury@johnsonfellows.co.uk

Maria Lazenbury is responsible for the overall management of the property.

Commentary

SCHEDULE 1 – Astor House Offices

All figures are shown net of VAT.

- **Management Fee** **£3,211**

The management fee has been split between the schedules, reflecting the budget allocation.

- **Facilities Manager** **£2,191**

The facility manager fee has been split between the schedules, reflecting the budget allocation.

- **Health & Safety** **£0**

No costs were incurred during the year.

- **Electricity** **£1,389**

The communal electricity supply serving the internal areas.

- **Gas** **£4,116**

The communal gas supply for the heating of the offices.

- **Internal Cleaning** **£3,146**

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

- **Window Cleaning** **£180**

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

- **M&E Maintenance Contract** **£2,837**

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

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

A share of the contract cost reflecting the costs for the fire extinguishers, roller shutter, heating, tap tests and gas safety is allocated to this budget heading.

- **M&E Repairs** **£0.00**

No repairs were required to the fire extinguishers, roller shutter or heating.

- **Internal Repairs and maintenance** **£100**

A minor repair was required to a light fitting.

- **Reserve Fund** **£8,000**

Following the landlord's loan being paid off, a reserve fund has been established to fund significant future repairs.

Total

Schedule 1 **£25,170**

The expenditure was £564 (2.19%) below budget.

This is net of VAT.

SCHEDULE 2 – Astor House

All figures are shown net of VAT.

- **Management Fees** **£1,514**

The management fee has been split between the schedules, reflecting the budget allocation.

- **Facilities Manager** **£1,033**

The facility manager fee has been split between the schedules, reflecting the budget allocation.

- **Telephones** **£174**

The telephones costs for monitoring the fire alarm.

- **M&E Maintenance Contract** **£3,287**

The fire alarm contract costs which serve all occupiers of Astor House.

- **M&E Repairs** **£5,210**

The overspend relates to the replacement of the fire alarm panel which was required.

- **Building Repairs** **£1,787**

Several minor repairs were required, the most significant of which related to a roof leak.

- **Reserve Fund** **£2,500**

A contribution to the reserve fund established for future repairs to the building.

Total

Schedule 2 **£15,506**

The expenditure was £3,370 (27.77%) above budget, the reason being the repairs to the fire alarm.

This is net of VAT.

SCHEDULE 3 – 290 Lichfield Road (Commercial)

All figures are shown net of VAT.

- **Management Fees** **£819**

The management fee has been split between the schedules, reflecting the budget allocation.

- **Facilities Manager** **£559**

The facility manager fee has been split between the schedules, reflecting the budget allocation.

- **Decoration External** **£539**

The handrail was redecorated.

- **Building Repair** **£1,099**

The main cost was a temporary repair of the walkway to the flats.

- **Reserve Fund** **£2,153**

A contribution to the reserve fund established for future repairs to the building.

Total

Schedule 3 **£5,168**

The expenditure was £1,401 (21.33%) below budget.

This is net of VAT.

SCHEDULE 4 – 290 Lichfield Road (Residential)

All figures are shown inclusive of VAT.

- **Management Fees** **£484**

The management fee has been split between the schedules, reflecting the budget allocation.

- **Facilities Manager** **£330**

The facility manager fee has been split between the schedules, reflecting the budget allocation.

- **Decoration External** **£254**

The handrail was redecorated.

- **Building Repair** **£513**

The main cost was a temporary repair of the walkway to the flats.

- **Reserve Fund** **£1,016**

A contribution to the reserve fund established for future repairs to the building.

Total

Schedule 4 **£2,598**

The expenditure was £773 (22.92%) below budget.

This is inclusive of VAT.

SCHEDULE 5 – Holden Way Phase 1

All figures are shown net of VAT.

• **Management Fees** **£316**

The management fee has been split between the schedules, reflecting the allocation of the expenditure.

• **Facilities Manager** **£215**

The facility manager fee has been split between the schedules, reflecting the allocation of the expenditure.

• **Building Repair** **£3,875**

Significant repairs were required due to two leaks from the drains serving the gym. Whilst an insurance claim was made for the most significant leak, not all costs were covered by the insurance.

Total

Schedule 5 **£4,406**

The expenditure was £1,874 (74.01%) above budget because of the building repairs required.

This is net of VAT.

SCHEDULE 6 – Holden Way Phase 2

All figures are shown net of VAT.

• **Management Fees** **£316**

The management fee has been split between the schedules, reflecting the allocation of the expenditure.

• **Facilities Manager** **£215**

The facility management fee has been split between the schedules, reflecting the allocation of the expenditure.

- **Building Repair** **£0**

No repairs were necessary.

- **Reserve Fund** **£2,000**

A contribution to the reserve fund established for future repairs to the building.

Total

Schedule 6 **£2,531**

The expenditure was in line with the budget.

This is net of VAT.

SCHEDULE 7 – All Tenants

All figures are shown net of VAT.

- **Management Fees** **£3,737**

The fee to manage the property and administer the service charge, which is a fixed fee, indexed linked annually to RPI. The fee has been allocated between schedules reflecting the budget allocation.

- **S/C Audit Fees** **£750**

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

- **Help Desk** **£600**

The fixed cost for the Johnson Fellows 24-hour helpdesk service.

- **Facilities Manager** **£2,550**

A share of the facilities manager costs for the administration of the maintenance works and contracts. The costs have been allocated between schedules reflecting the budget allocation.

- **Health & Safety** **£0**

No health and safety inspection and audit was undertaken.

- **Electricity** **£1,779**

The supply of electricity to the external communal lighting.

- **External Cleaning** **£7,855**

The contract cost for the cleaning of the external communal areas together with some minor reactive cleaning works.

- **Pest Control** **£458**

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

- **External Landscaping** **£0**

No works were undertaken.

- **Snow Clearance / Gritting** **£2,132**

Gritting of the access road, Holden Way and service areas.

- **Drainage** **£442**

The flush of the drainage system was undertaken during the year.

- **External Repairs and Maintenance** **£0**

No repairs were required.

- **Electrical Repair** **£0**

No repairs were required.

- **Interest** **-£508**

Interest charged for the late payment of service charge by tenants has been credited to the service charge.

- **Other Income** **-£3,119**

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

- **Reserve Fund** **£3,000**

A contribution was made to the reserve fund this year.

Total

Schedule 7 **£19,676**

The expenditure was £3,245 (14.16%) below budget.

This is net of VAT.

Grand Total **£75,055**

The expenditure was £739 (0.98%) below budget.

Astor House Lichfield Road Mere Green (02159)
Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/04/2024-31/03/2025

* Amounts in gbp

Unit	Tenant	Days	Astor House Internal	Astor House	No. 290 Comm	No. 290 Resi	Holden Phase 1	Holden Phase 2	All Units
0001	Medizen Ltd (Original)	365.00	28.3212	10.8834	0.0000	0.0000	0.0000	0.0000	3.9531
0002	Four Oaks Taxation & Accounting S	365.00	43.8151	16.8374	0.0000	0.0000	0.0000	0.0000	6.1158
0003	Evolving Families Limited (Original)	365.00	0.0000	5.2205	0.0000	0.0000	0.0000	0.0000	1.8962
0004	Sharon Graham (Original)	365.00	0.0000	5.2205	0.0000	0.0000	0.0000	0.0000	1.8962
0005	Solid Global Limited (Original)	365.00	0.0000	5.2205	0.0000	0.0000	0.0000	0.0000	1.8962
0006	Vacant	128.00	0.0000	1.0865	0.0000	0.0000	0.0000	0.0000	0.3947
0006	Vahid Hemati (Original)	237.00	0.0000	2.0118	0.0000	0.0000	0.0000	0.0000	0.7307
0007	Harvinder Sohal (Original)	365.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0008	Cancer Research UK c/o Collers CR	365.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0009	Birmingham Hospice (Original)	365.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0010	Medizen Limited (Original)	365.00	0.0000	4.4079	0.0000	0.0000	0.0000	0.0000	1.6011
0011	Acorns Childrens Hospice Trust (Re	365.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0012	St Giles Hospice Shops Ltd (Original	53.00	0.0000	0.5872	0.0000	0.0000	0.0000	0.0000	0.2133
0013	St Giles Hospice Shops Ltd (Renewe	312.00	0.0000	3.4569	0.0000	0.0000	0.0000	0.0000	1.2556
0013	PSM SUBS Limited (Original)	365.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0014	Harpers Cleaning Ltd (Original)	365.00	0.0000	5.5175	0.0000	0.0000	0.0000	0.0000	2.0041
0016	Cook Trading Ltd (Original)	365.00	0.0000	0.0000	27.6392	0.0000	0.0000	0.0000	3.6845
0017	Indigo Sun Retail Ltd (Original)	365.00	0.0000	0.0000	38.3446	0.0000	0.0000	0.0000	5.1115
0018	Jan McLeod Hairdressing & Beauty	365.00	0.0000	0.0000	0.0000	0.0000	13.2612	0.0000	3.2946
0019	Pioneers UK Ltd (Original)	365.00	0.0000	0.0000	0.0000	0.0000	17.4275	0.0000	4.3297
0020	JD Wetherspoon plc (Original)	365.00	0.0000	0.0000	0.0000	0.0000	0.0000	53.6874	13.6917
0022	KPD Communications Ltd (Original)	365.00	0.0000	0.0000	0.0000	0.0000	8.4212	0.0000	2.0922
0023	JD Wetherspoon plc (Original)	268.00	0.0000	0.0000	0.0000	36.7123	0.0000	0.0000	0.0000
0023	Vacant	97.00	0.0000	0.0000	0.0000	13.2877	0.0000	0.0000	0.0000
0026	Medizen Ltd (Original)	365.00	16.2354	6.2390	0.0000	0.0000	0.0000	0.0000	2.2662
0027	Medizen Clinics Ltd (Original)	365.00	11.6283	4.4686	0.0000	0.0000	0.0000	0.0000	1.6231
0029	FRS (Birmingham) Ltd (Original)	365.00	0.0000	0.0000	34.0162	0.0000	0.0000	0.0000	4.5346
0030	FRS (Birmingham) Ltd (Original)	365.00	0.0000	0.0000	0.0000	0.0000	13.2347	0.0000	3.2880
0031	Greenwich Leisure Ltd (Original)	249.00	0.0000	0.0000	0.0000	0.0000	0.0000	31.5941	8.0574
0031	Greenwich Leisure Ltd (Renewal)	116.00	0.0000	0.0000	0.0000	0.0000	0.0000	14.7185	3.7536
0032	Greenwich Leisure Ltd (Original)	249.00	0.0000	0.0000	0.0000	0.0000	32.5101	0.0000	8.0769
0032	Greenwich Leisure Ltd (Renewal)	116.00	0.0000	0.0000	0.0000	0.0000	15.1453	0.0000	3.7628
0034	FLAT	365.00	0.0000	0.0000	0.0000	50.0000	0.0000	0.0000	0.0000
0035	Kraft Chinese Food Service Limited	365.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4690
0036	Lola Rae Fashion Limited (Original)	246.00	0.0000	3.0852	0.0000	0.0000	0.0000	0.0000	1.1206
0036	Vacant	119.00	0.0000	1.4925	0.0000	0.0000	0.0000	0.0000	0.5421
Total			100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000

Appendix B

Astor House Lichfield Road Mere Green (02159)

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/04/2024-31/03/2025

*Amounts in gbp

Code	Description	Actual (03/2025)	Budget (03/2025)	Variance	%	Actual (03/2024)
1	Astor House Internal					
5100-0101	Management Fee	3,210.84	3,211.00	-0.16	-0.0050	2,424.00
5100-0309	Facilities Manager	2,190.76	2,191.00	-0.24	-0.0110	1,654.00
5100-0402	Health & Safety	0.00	375.00	-375.00	-100.0000	401.82
5200-0501	Electricity	1,389.38	900.00	489.38	54.3756	1,216.77
5200-0601	Gas	4,116.39	2,500.00	1,616.39	64.6556	4,462.29
5300-1001	Internal Cleaning	3,145.68	2,946.00	199.68	6.7780	2,942.64
5300-1003	Window cleaning	180.00	720.00	-540.00	-75.0000	360.00
5400-1201	M&E Maintenance contract	2,837.00	4,391.00	-1,554.00	-35.3906	2,825.00
5400-1202	M&E Repairs	0.00	2,000.00	-2,000.00	-100.0000	1,046.16
5400-1501	Internal Repairs and maintenance	100.00	3,000.00	-2,900.00	-96.6667	393.30
5700-2202	Reserve fund	8,000.00	3,500.00	4,500.00	128.5714	0.00
	Schedule Total	25,170.05	25,734.00	-563.95	-2.1915	17,725.98
2	Astor House					
5100-0101	Management Fee	1,514.32	1,514.00	0.32	0.0211	1,513.00
5100-0309	Facilities Manager	1,033.20	1,033.00	0.20	0.0194	1,032.00
5100-0310	Telephones	174.12	625.00	-450.88	-72.1408	0.00
5400-1201	M&E Maintenance contract	3,287.00	1,464.00	1,823.00	124.5219	3,275.00
5400-1202	M&E Repairs	5,210.30	1,000.00	4,210.30	421.0300	756.16
5400-1530	Building Repair	1,787.00	4,000.00	-2,213.00	-55.3250	3,179.22
5700-2202	Reserve fund	2,500.00	2,500.00	0.00	0.0000	489.62
	Schedule Total	15,505.94	12,136.00	3,369.94	27.7681	10,245.00
3	No. 290 Comm					
5100-0101	Management Fee	818.60	820.00	-1.40	-0.1707	576.00
5100-0309	Facilities Manager	559.20	559.00	0.20	0.0358	393.00
5400-1516	Decoration External	538.35	250.00	288.35	115.3400	0.00
5400-1530	Building Repair	1,098.60	2,787.00	-1,688.40	-60.5813	3,585.56
5700-2202	Reserve fund	2,153.00	2,153.00	0.00	0.0000	0.00
	Schedule Total	5,167.75	6,569.00	-1,401.25	-21.3313	4,554.56
4	No. 290 Resi					
5100-0101	Management Fee	484.36	484.00	0.36	0.0744	281.00
5100-0309	Facilities Manager	330.48	330.00	0.48	0.1455	192.00
5400-1516	Decoration External	253.98	120.00	133.98	111.6500	0.00
5400-1530	Building Repair	512.68	1,420.00	-907.32	-63.8958	1,570.13
5700-2202	Reserve fund	1,016.00	1,016.00	0.00	0.0000	0.00
	Schedule Total	2,597.50	3,370.00	-772.50	-22.9228	2,043.13
5	Holden Phase 1					
5100-0101	Management Fee	315.84	316.00	-0.16	-0.0506	280.00
5100-0309	Facilities Manager	215.48	216.00	-0.52	-0.2407	191.00
5400-1530	Building Repair	3,874.80	2,000.00	1,874.80	93.7400	817.44
	Schedule Total	4,406.12	2,532.00	1,874.12	74.0174	1,288.44
6	Holden Phase 2					
5100-0101	Management Fee	315.84	316.00	-0.16	-0.0506	280.00
5100-0309	Facilities Manager	215.48	216.00	-0.52	-0.2407	191.00
5400-1530	Building Repair	0.00	2,000.00	-2,000.00	-100.0000	2,219.27
5700-2202	Reserve fund	2,000.00	0.00	2,000.00		0.00
	Schedule Total	2,531.32	2,532.00	-0.68	-0.0269	2,690.27
7	All Units					
5100-0101	Management Fee	3,737.20	3,737.00	0.20	0.0054	4,504.00
5100-0203	S/C Audit Fees	750.00	750.00	0.00	0.0000	750.00
5100-0302	Helpdesk	600.00	600.00	0.00	0.0000	0.00
5100-0309	Facilities Manager	2,549.88	2,550.00	-0.12	-0.0047	3,073.00
5100-0402	Health & Safety	0.00	375.00	-375.00	-100.0000	750.00
5200-0501	Electricity	1,778.68	1,900.00	-121.32	-6.3853	1,919.57
5300-1002	External Cleaning	7,855.32	4,062.00	3,793.32	93.3855	7,478.40
5300-1007	Pest control	457.96	828.00	-370.04	-44.6908	588.00
5300-1009	External Landscaping	0.00	250.00	-250.00	-100.0000	0.00
5300-1010	Snow clearance / Gritting	2,132.00	5,000.00	-2,868.00	-57.3600	1,248.00
5300-1016	Drainage	442.36	1,900.00	-1,457.64	-76.7179	0.00
5400-1502	External Repairs and maintenance	0.00	15,000.00	-15,000.00	-100.0000	1,130.00
5400-1535	Electrical Repair	0.00	500.00	-500.00	-100.0000	315.00
5500-1601	Interest	-508.42	0.00	-508.42		0.00
5500-1703	Other income	-3,118.86	-7,031.00	3,912.14	-55.6413	-3,166.71
5700-2202	Reserve fund	3,000.00	-7,500.00	10,500.00	-140.0000	0.00
	Schedule Total	19,676.12	22,921.00	-3,244.88	-14.1568	18,589.26
	Total	75,054.80	75,794.00	-739.20	-0.9753	57,136.64

Appendix C

HAZELTIME LIMITED

**ASTOR HOUSE
SUTTON COLDFIELD**

SERVICE COSTS STATEMENT

INDEPENDENT REVIEW

YEAR ENDED 31ST MARCH 2025



Sutton Coldfield
Certificate of Service Costs for the year ended 31st March 2025

	2025	2024
Sch1 Astor House Offices (Internal)		
Management Fees	3,210.84	2,424.00
Facilities Management	2,190.76	1,654.00
Health and Safety	-	401.82
Electricity Supply	1,389.38	1,216.77
Gas Supply	4,116.39	4,462.29
Internal Cleaning	3,145.68	2,942.64
Window Cleaning	180.00	360.00
Mechanical and Electrical Maintenance	2,837.00	2,825.00
Mechanical and Electrical Repairs	-	1,046.16
Internal Repairs and Maintenance	100.00	-
Loan Repayments	-	3,650.00
Repairs	-	393.30
Reserves	8,000.00	-
	<u>25,170.05</u>	<u>21,375.98</u>
Sch2 Astor House Offices (Internal)		
Management Fees	1,514.32	1,513.00
Facilities Management	1,033.20	1,032.00
Telephone	174.12	-
Mechanical and Electrical Maintenance	3,287.00	3,275.00
Mechanical and Electrical Repairs	5,210.30	756.16
Decoration	-	3,100.00
Building Repairs	1,787.00	3,179.22
Reserve Fund	7,500.00	489.62
	<u>15,506.94</u>	<u>13,345.00</u>
All Units		
Management Fees	3,737.20	4,504.00
Facilities Management	2,549.88	3,073.00
Audit Fees	750.00	750.00
Helodesk	600.00	-
Health and Safety	-	750.00
Electrical Supply	1,778.68	1,919.57
External Cleaning	7,855.32	7,478.40
Pest Control	457.96	588.00
Gritting	2,132.00	1,248.00
Repairs - External	-	1,130.00
Drain Maintenance	442.36	-
Electrical Repair	-	315.00
Income	(1,118.86)	(3,166.71)
Other Income	(508.42)	0.00
Reserve Fund	3,000.00	-
	<u>19,676.12</u>	<u>18,589.26</u>
290 Lichfield Road Commercial		
Management Fees	818.60	576.00
Facilities Management	559.20	393.00
Decoration	538.35	-
Building Repair	1,098.60	3,585.56
Reserve Fund	2,153.00	-
	<u>5,167.75</u>	<u>4,554.56</u>
Holden Way Phase 1		
Management Fees	315.84	280.00
Facilities Management	215.48	191.00
Building Repair	3,874.80	817.44
	<u>4,406.12</u>	<u>1,288.44</u>
Holden Way Phase 2		
Management Fees	315.84	280.00
Facilities Management	215.48	191.00
Building Repair	-	2,219.27
Reserve Fund	2,000.00	-
	<u>2,531.32</u>	<u>2,690.27</u>
290 Lichfield Road Residential Gross		
Management Fees	484.36	281.00
Facilities Management	330.48	192.00
Decoration	253.58	-
Building Repair	512.68	1,570.13
Reserve Fund	1,016.00	-
	<u>2,597.10</u>	<u>2,043.13</u>
Total expenditure	<u>75,054.80</u>	<u>63,886.64</u>

Reserve fund:

Balance @ 01.04.24	27,989.62
Paid in during the year	18,669.00
Interest in the year	172.61
Balance @ 31.03.25	<u>46,831.43</u>

Independent Accountant's Review Report

To the Manager, Hazellime Ltd,

We have reviewed the statement of service charge expenditure for the above property for the year ended 31 March 2025. The statement of service charge expenditure has been prepared by the Manager in accordance with guidance issued by the RICS in the Code of Practice, Services Charges in Commercial Property, 1st edition.

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 on Review 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 4000 (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 others responsible for the services that comprise the service charge on this property, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures do not include review of the allocation or apportionment of service charge expenditure to occupiers.

The procedures performed in a review are substantially 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

Our report is made in accordance with the terms of our engagement and is intended solely for the Manager to issue to current occupiers. 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.



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