



Astor House and Holden Way

Lichfield Road

Mere Green

Birmingham

B74 2UG

Service Charge Expenditure Report

1st April 2023 to 31st March 2024



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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

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 established 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:

Service Charge accrual to 31/3/18	£22,310.00
YE 31 st March 2019	£3,500.00
YE 31 st March 2020	£3,500.00
YE 31 st March 2021	£7,000.00
YE 31 st March 2022	£3,500.00
YE 31 st March 2023	£3,500.00
YE 31 st March 2024	£3,650.00

The outstanding balance for Astor House Offices for the year-end 2024 was £940.18 plus interest of £2,710.00. The repayment of the loan in this service charge year means the loan has now been fully repaid.

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 (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	£5,000.00
Contribution YE 2024	£489.62
Balance c/f	£5,489.62

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 2024	£0.00
Balance c/f	£22,500.00

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:

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.

Commentary

SCHEDULE 1 – Astor House Offices

All figures are shown net of VAT

- **Management Fee** **£2,424**

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

- **Facilities Management** **£1,654**

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

- **Health & Safety** **£402**

The line rental for monitoring of the fire alarm.

- **Electricity** **£1,217**

The communal electricity supply serving the internal areas.

- **Gas** **£4,462**

The communal gas supply for the heating of the offices.

- **Internal Cleaning** **£2,943**

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

- **Window Cleaning** **£360**

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

- **M&E Maintenance Contract** **£2,825**

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

The fire alarm costs are now allocated to Schedule 2 as the alarm system serves all occupiers of Astor House.



- **M&E Repairs** **£1,046**

Several minor repairs were completed to the heating and fire alarm.

- **Internal Repairs and maintenance** **£393**

Minor repairs were required during the year.

- **Loan Repayment** **£3,650**

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

Total

- Schedule 1** **£21,376**

The expenditure was £3,652 (14.59%) below budget.

This is net of VAT.

SCHEDULE 2 – Astor House

All figures are shown net of VAT

- **Management Fees** **£1,513**

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

- **Facilities Management** **£1,032**

This year the facility management fee has been split between the schedules, reflecting the budget allocation.

- **M&E Maintenance Contract** **£3,275**

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

- **M&E Repairs** **£756**

Several minor repairs to the fire alarm and a survey of the system.

- **Decoration External** **£3,100**

Decoration of the external handrails.

- **Building Repairs** **£3,179**



A roof repair and several minor repairs to the fire alarm.

- **Reserve Fund** **£490**

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

Total

Schedule 2 **£13,345**

The expenditure was in line with the budget.

This is net of VAT.

SCHEDULE 3 – 290 Lichfield Road (Commercial)

All figures are shown net of VAT

- **Management Fees** **£576**

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

- **Facilities Management** **£393**

This year the facility management fee has been split between the schedules, reflecting the budget allocation.

- **Decoration External** **£0**

No decorations were undertaken.

- **Building Repair** **£3,586**

The main cost was the repair of the walkway to the flats together with several minor repairs.

Total

Schedule 3 **£4,555**

The expenditure was £524 (10.33%) below budget.

This is net of VAT.

SCHEDULE 4 – 290 Lichfield Road (Residential)

All figures are shown inclusive of VAT



- **Management Fees** **£281**

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

- **Facilities Management** **£192**

This year the facility management fee has been split between the schedules, reflecting the budget allocation.

- **Decoration External** **£0**

No decorations were undertaken.

- **Building Repair** **£1,570**

The main cost was the repair of the walkway to the flats together with several minor repairs.

Total

Schedule 4 **£2,043**

The expenditure was £100 (4.66%) below budget.

This is inclusive of VAT.

SCHEDULE 5 – Holden Way Phase 1

All figures are shown net of VAT

- **Management Fees** **£281**

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

- **Facilities Management** **£191**

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

- **Building Repair** **£817**

Works carried out include the cleaning of the gutters and canopy together with several minor repairs.

Total

Schedule 5 **£1,288**



The expenditure was £2,488 (47.86%) below budget.

This is net of VAT.

SCHEDULE 6 – Holden Way Phase 2

All figures are shown net of VAT

- **Management Fees** **£280**

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

- **Facilities Management** **£191**

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

- **Building Repair** **£2,219**

Repairs to the roof and rainwater goods.

Total

Schedule 6 **£2,690**

The expenditure was £219 (8.87%) above budget.

This is net of VAT.

SCHEDULE 7 – All Tenants

All figures are shown net of VAT

- **Management Fees** **£4,504**

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.

- **Facilities Management** **£3,073**

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



- **Health & Safety** **£750**

The annual health and safety inspection and audit.

- **Electricity** **£1,920**

The supply of electricity to the external communal lighting.

- **External Cleaning** **£7,478**

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

- **Pest Control** **£588**

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** **£1,248**

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

- **Drainage** **£0**

No flush of the drainage system was undertaken during the year.

- **External Repairs and Maintenance** **£1,130**

Various minor repairs were undertaken.

- **Electrical Repair** **£315**

Some minor repairs were completed.

- **Other Income** **-£3,167**

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** **£0**

No contribution was made to the reserve fund this year.

Total

Schedule 7 **£18,589**



The expenditure was £5,408 (17.5%) below budget.

This is net of VAT.

Grand Total

£63,887

The expenditure was £18,882 (22.8%) below budget.

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Management Surveyor

.....
Facilities Manager

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/04/2023-31/03/2024

*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)	366.00	28.3212	10.8834	0.0000	0.0000	0.0000	0.0000	3.9531
0002	Four Oaks Taxation & Accounting S	366.00	43.8151	16.8374	0.0000	0.0000	0.0000	0.0000	6.1158
0003	Evolving Families Limited (Original)	366.00	0.0000	5.2205	0.0000	0.0000	0.0000	0.0000	1.8962
0004	Sharon Graham (Original)	366.00	0.0000	5.2205	0.0000	0.0000	0.0000	0.0000	1.8962
0005	Solid Gbolal Limited (Original)	366.00	0.0000	5.2205	0.0000	0.0000	0.0000	0.0000	1.8962
0006	MG Grooming Ltd (Original)	292.00	0.0000	2.4719	0.0000	0.0000	0.0000	0.0000	0.8979
0006	Vacant	74.00	0.0000	0.6264	0.0000	0.0000	0.0000	0.0000	0.2275
0007	P I Property Development Ltd (Orig	366.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0008	Cancer Research UK c/o Colliers CR	366.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0009	Frosts Photocentre Ltd (Original)	122.00	0.0000	1.3480	0.0000	0.0000	0.0000	0.0000	0.4896
0009	Vacant	184.00	0.0000	2.0331	0.0000	0.0000	0.0000	0.0000	0.7385
0009	The Hospice Charity Partnership (O	60.00	0.0000	0.6630	0.0000	0.0000	0.0000	0.0000	0.2408
0010	Medizen Limited (Original)	366.00	0.0000	4.4079	0.0000	0.0000	0.0000	0.0000	1.6011
0011	A coms Childrens Hospice Trust (Ori	266.00	0.0000	2.9392	0.0000	0.0000	0.0000	0.0000	1.0676
0011	A coms Childrens Hospice Trust (Ho	2.00	0.0000	0.0221	0.0000	0.0000	0.0000	0.0000	0.0080
0011	A coms Childrens Hospice Trust (Re	98.00	0.0000	1.0828	0.0000	0.0000	0.0000	0.0000	0.3933
0012	St Giles Hospice Shops Ltd (Original	366.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0013	PSM SUBS Limited (Original)	366.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4689
0014	Harpers Cleaning Ltd (Original)	366.00	0.0000	5.5175	0.0000	0.0000	0.0000	0.0000	2.0041
0016	Cook Trading Ltd (Original)	366.00	0.0000	0.0000	27.6392	0.0000	0.0000	0.0000	3.6845
0017	Indigo Sun Retail Ltd (Original)	366.00	0.0000	0.0000	38.3446	0.0000	0.0000	0.0000	5.1115
0018	Ian McLeod Hairdressing & Beauty	366.00	0.0000	0.0000	0.0000	0.0000	13.2612	0.0000	3.2946
0019	Pioneers UK Ltd (Original)	366.00	0.0000	0.0000	0.0000	0.0000	17.4275	0.0000	4.3297
0020	JD Wetherspoon plc (Original)	366.00	0.0000	0.0000	0.0000	0.0000	0.0000	53.6874	13.6917
0022	KPD Communications Ltd (Original)	366.00	0.0000	0.0000	0.0000	0.0000	8.4212	0.0000	2.0922
0023	JD Wetherspoon plc (Original)	366.00	0.0000	0.0000	0.0000	50.0000	0.0000	0.0000	0.0000
0024	Ms S Sagnia (Holdover)	366.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0026	Medizen Ltd (Original)	366.00	16.2354	6.2390	0.0000	0.0000	0.0000	0.0000	2.2662
0027	Medizen Clinics Ltd (Original)	366.00	11.6283	4.4686	0.0000	0.0000	0.0000	0.0000	1.6231
0029	FRS (Birmingham) Ltd (Original)	366.00	0.0000	0.0000	34.0162	0.0000	0.0000	0.0000	4.5346
0030	FRS (Birmingham) Ltd (Original)	366.00	0.0000	0.0000	0.0000	0.0000	13.2347	0.0000	3.2880
0031	Greenwich Leisure Ltd (Original)	366.00	0.0000	0.0000	0.0000	0.0000	0.0000	46.3126	11.8110
0032	Greenwich Leisure Ltd (Original)	366.00	0.0000	0.0000	0.0000	0.0000	47.6554	0.0000	11.8397
0034	Flat	366.00	0.0000	0.0000	0.0000	50.0000	0.0000	0.0000	0.0000
0035	Oriental Kravings Ltd (Original)	366.00	0.0000	4.0441	0.0000	0.0000	0.0000	0.0000	1.4690
0036	Lola Rae Fashion Limited (Original)	366.00	0.0000	4.5777	0.0000	0.0000	0.0000	0.0000	1.6627
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 = 01/04/2023-31/03/2024

* Amounts in gbp

Code	Description	Actual (03/2024)	Budget (03/2024)	Variance	%
1	Astor House Internal				
5100-0101	Management Fee	2,424.00	2,424.00	0.00	0.0000
5100-0309	Facilities Manager	1,654.00	1,654.00	0.00	0.0000
5100-0402	Health & Safety	401.82	900.00	-498.18	-55.3533
5200-0501	Electricity	1,216.77	1,500.00	-283.23	-18.8820
5200-0601	Gas	4,462.29	6,000.00	-1,537.71	-25.6285
5300-1001	Internal Cleaning	2,942.64	3,000.00	-57.36	-1.9120
5300-1003	Window cleaning	360.00	400.00	-40.00	-10.0000
5400-1201	M&E Maintenance contract	2,825.00	2,500.00	325.00	13.0000
5400-1202	M&E Repairs	1,046.16	2,000.00	-953.84	-47.6920
5400-1501	Internal Repairs and maintenance	393.30	1,000.00	-606.70	-60.6700
5800-0025	Loan Repayment	3,650.00	3,650.00	0.00	0.0000
Schedule Total		21,375.98	25,028.00	-3,652.02	-14.5917
2	Astor House				
5100-0101	Management Fee	1,513.00	1,513.00	0.00	0.0000
5100-0309	Facilities Manager	1,032.00	1,032.00	0.00	0.0000
5400-1201	M&E Maintenance contract	3,275.00	2,500.00	775.00	31.0000
5400-1202	M&E Repairs	756.16	2,500.00	-1,743.84	-69.7536
5400-1516	Decoration External	3,100.00	800.00	2,300.00	287.5000
5400-1530	Building Repair	3,179.22	5,000.00	-1,820.78	-36.4156
5700-2202	Reserve fund	489.62	0.00	489.62	
Schedule Total		13,345.00	13,345.00	0.00	0.0000
3	No. 290 Comm				
5100-0101	Management Fee	576.00	576.00	0.00	0.0000
5100-0309	Facilities Manager	393.00	393.00	0.00	0.0000
5400-1516	Decoration External	0.00	360.00	-360.00	-100.0000
5400-1530	Building Repair	3,585.56	3,750.00	-164.44	-4.3851
Schedule Total		4,554.56	5,079.00	-524.44	-10.3257
4	No. 290 Resi				
5100-0101	Management Fee	281.00	281.00	0.00	0.0000
5100-0309	Facilities Manager	192.00	192.00	0.00	0.0000
5400-1516	Decoration External	0.00	170.00	-170.00	-100.0000
5400-1530	Building Repair	1,570.13	1,500.00	70.13	4.6753
Schedule Total		2,043.13	2,143.00	-99.87	-4.6603
5	Holden Phase 1				
5100-0101	Management Fee	280.00	280.00	0.00	0.0000
5100-0309	Facilities Manager	191.00	191.00	0.00	0.0000
5400-1530	Building Repair	817.44	2,000.00	-1,182.56	-59.1280
Schedule Total		1,288.44	2,471.00	-1,182.56	-47.8575
6	Holden Phase 2				
5100-0101	Management Fee	280.00	280.00	0.00	0.0000
5100-0309	Facilities Manager	191.00	191.00	0.00	0.0000
5400-1530	Building Repair	2,219.27	2,000.00	219.27	10.9635
Schedule Total		2,690.27	2,471.00	219.27	8.8737
7	All Units				
5100-0101	Management Fee	4,504.00	4,504.00	0.00	0.0000
5100-0203	S/C Audit Fees	750.00	750.00	0.00	0.0000
5100-0309	Facilities Manager	3,073.00	3,073.00	0.00	0.0000
5100-0402	Health & Safety	750.00	1,000.00	-250.00	-25.0000
5200-0501	Electricity	1,919.57	3,000.00	-1,080.43	-36.0143
5300-1002	External Cleaning	7,478.40	8,000.00	-521.60	-6.5200
5300-1007	Pest control	588.00	500.00	88.00	17.6000
5300-1009	External Landscaping	0.00	500.00	-500.00	-100.0000
5300-1010	Snow clearance / Gritting	1,248.00	5,000.00	-3,752.00	-75.0400
5300-1016	Drainage	0.00	1,400.00	-1,400.00	-100.0000
5400-1502	External Repairs and maintenance	1,130.00	10,000.00	-8,870.00	-88.7000
5400-1535	Electrical Repair	315.00	2,000.00	-1,685.00	-84.2500
5500-1703	Other income	-3,166.71	-7,495.00	4,328.29	-57.7490
Schedule Total		18,589.26	32,232.00	-13,642.74	-42.3267
Total		63,886.64	82,769.00	-18,882.36	-22.8133



Appendix C

HAZELTIME LIMITED

**ASTOR HOUSE
SUTTON COLDFIELD**

SERVICE COSTS STATEMENT

INDEPENDENT REVIEW

YEAR ENDED 31ST MARCH 2024

Haines Watts



Hazeltime Limited, Astor House
Sutton Coldfield
Certificate of Service Costs for the year ended 31st March 2024

	2024	2023
Sch1 Astor House Offices (Internal)		
Management Fees	2,424.00	2,500.00
Facilities Management	1,654.00	1,706.00
Health and Safety	401.82	743.06
Electricity Supply	1,216.77	1,016.62
Gas Supply	4,462.29	6,049.11
Internal Cleaning	2,942.64	2,952.20
Window Cleaning	360.00	180.00
Mechanical and Electrical Maintenance	2,825.00	2,638.00
Mechanical and Electrical Repairs	1,046.16	287.00
Loan Repayments	3,650.00	3,500.00
Repairs	393.30	-
	<u>21,375.98</u>	<u>21,571.99</u>
Sch2 Astor House Offices (Internal)		
Management Fees	1,513.00	1,211.00
Facilities Management	1,032.00	826.00
Mechanical and Electrical Maintenance	3,275.00	2,638.00
Mechanical and Electrical Repairs	756.16	1,853.40
Decoration	3,100.00	-
Building Repairs	3,179.22	295.00
Reserve Fund	489.62	2,500.00
	<u>13,345.00</u>	<u>9,323.40</u>
All Units		
Management Fees	4,504.00	3,545.00
Facilities Management	3,073.00	2,419.00
Audit Fees	750.00	750.00
Health and Safety	750.00	-
Electrical Supply	1,919.57	1,787.33
External Cleaning	7,478.40	7,563.08
Pest Control	588.00	428.00
Gritting	1,248.00	2,410.85
Repairs - External	1,130.00	570.00
Drain Maintenance	-	1,084.42
Electrical Repair	315.00	845.00
Income	(3,166.71)	(3,463.75)
Reserve Fund	-	7,500.00
	<u>18,589.26</u>	<u>25,438.93</u>
290 Uchfield Road Commercial		
Management Fees	576.00	585.00
Facilities Management	393.00	399.00
Building Repair	3,585.56	1,368.00
	<u>4,554.56</u>	<u>2,352.00</u>
Holden Way Phase 1		
Management Fees	280.00	285.00
Facilities Management	191.00	194.00
Building Repair	817.44	-
	<u>1,288.44</u>	<u>479.00</u>
Holden Way Phase 2		
Management Fees	280.00	285.00
Facilities Management	191.00	194.00
Building Repair	2,219.27	1,122.10
	<u>2,690.27</u>	<u>1,601.10</u>
290 Uchfield Road Residential Gross		
Management Fee	281.00	284.96
Facilities Management	192.00	194.96
Building Repair	1,570.13	592.00
	<u>2,043.13</u>	<u>1,071.92</u>
Total expenditure	<u><u>63,886.64</u></u>	<u><u>61,778.34</u></u>



Reserve fund:	
Balance @ 01.04.23	27,500.00
Paid in during the year	489.62
Interest in the year	-
Balance @ 31.03.24	<u>27,989.62</u>

Independent Accountant's Review Report

To the Manager, Hazeltine Ltd.

We have reviewed the statement of service charge expenditure for the above property for the year ended 31 March 2024. 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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