JOHNSON FELLOWS

Wing Yip Business Centre

544 Purley Way

Croydon

London

CR0 4NZ

Service Charge

Budget Report

1st October 2026 –

30th September 2027

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Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, W Wing Yip & Brothers Property and Investments Ltd. It is intended to provide details of the planned expenditure for the service charge period 1st October 2026 to 30th September 2027.

Enclosed within this report is a copy of the Service Charge Variance Schedule and Service Charge Apportionment Schedule.

The service charge is administered having regard to RICS Professional Statement; Service Charges in Commercial Property; 2nd Edition.

The Property

The property is located on the A23 Purley Way within the Greater London town of Croydon. It lies approximately 1 mile from Croydon town centre, which is 10 miles to the south of the City of London. Motorway access is via J7 of the M25, 7 miles to the south.

The Business Centre is a purpose built 2 storey retail premises, occupying a shared site with the Wing Yip Superstore. It has brick facades under a pitched tiled roof. The site includes surface car parking, together with an upper deck car parking above the newly extended Superstore.

Internally the Business Centre is arranged as a small shopping mall. There are a mixture of retail, office and restaurant units over two levels, with a central staircase and a balcony style walkway.

The primary services provided for the property consist of internal and external cleaning of communal parts, utility consumption, lift maintenance, waste management, site security and external landscaping and maintenance.

Service Charge Objectives

The objective of Johnson Fellows as Managing Agent is to provide a high quality management service. In so doing we aim to provide a well maintained environment, delivering value for money for the service charge expenditure.

The objective of this budget report is to provide a clear explanation for the recovery 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 tenants to budget accurately for the forthcoming period.

Should any occupier have comments on the format, or the information contained in this report which would assist in the report being improved for the benefit of all concerned, these comments would be welcomed. We would also welcome constructive feedback on the communal services provided at the property.

VAT

The property is elected for VAT, consequently the expenditure stated within this report is net of VAT.

Voids and Concessions

Where any void units exist, the responsibility for the service charge rests with the Landlord.

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.

Interest charged on the late payment of service charge by tenants is to be credited to the service charge.

Reserve Fund

A Reserve Fund has been inherited from the previous regime. However, there is currently no ongoing collection within the service charge budget. The balance held at the time of preparing this report was £29,252.82. Funds are held in a discrete bank account to obtain interest. The account is maintained with Barclays Bank plc, Kidderminster branch.

The funds will be used for future major items of expenditure.

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Service Charge Apportionment

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

In total there are three separate schedules. Schedule One is contributed towards by all occupiers. Schedule Two is for the refuse costs of the non restaurant occupiers. Schedule Three is for the services associated purely with the restaurants.

Schedule One	All Occupiers – General Business Centre and Estate Costs
Schedule Two	Business Centre Occupiers Excluding Restaurants – Refuse Costs
Schedule Three	Restaurant Occupiers

The apportionments are calculated having regard to net internal floor areas. A weighting has been applied to the areas for the Cash & Carry and restaurant units to reflect the benefit of the services and intensity of use.

Management Team

Management Surveyor:

Ian Starbuck
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0462
Mobile: 07887 745 635
Email: ian.starbuck@johnsonfellows.co.uk

Ian Starbuck is responsible for the overall management of the property.

Facilities Manager:

Daniel Blakeman
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
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 Manager:

Jay Chauhan
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
Mobile: 07763 564705
Email: helpdesk@JohnsonFellows.co.uk

Jay Chauhan is the Help Desk Manager and is responsible for dealing with urgent reactive maintenance and repair.

Service Charge Accountant:

Paul Evans
Client Account
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0405
Email: paul.evans@johnsonfellows.co.uk

Paul Evans is the client accountant responsible for this property.

Budget Commentary

All figures are shown net of VAT

SCHEDULE 1 – All Occupiers - General Business Centre and Estate Costs

- **Internal Cleaning** **£21,100.00**

The cost heading is for the cleaning contract for the internal communal areas of the Business Centre, the lift lobby and car park stairwell. The budget has been increased in line with the current contract with Premier Support Services. Whilst the contract cost is higher, the level of service is significantly improved.

- **Pest Control** **£1,000.00**

The budget heading is for the pest control contract for the Business Centre and the surrounding estate with Rentokil. It has been maintained at the same level based on last year's expenditure.

- **Window Cleaning** **£2,500.00**

The budget covers the cost of the monthly window cleaning contract for the Business Centre. The budget also now includes a quarterly high level atrium clean. It has been maintained at the same level.

- **External Cleaning** **£6,000.00**

The estimated expenditure is for the external cleaning of the estate. It allows for the completion of a separate litter picking contract. It has been increased marginally to allow for contract inflation.

- **External Landscaping** **£7,000.00**

The cost heading relates to the landscaping contract for the estate. It is placed with Nurture Landscapes and has been increased marginally to allow for contract inflation.

- **Internal Repairs & Maintenance** **£6,000.00**

The budget heading allows for internal planned and reactive repairs. It has been reduced for the new year as there are no major jobs planned. It therefore provides a contingency for unforeseen repairs.

- **Gritting** **£3,650.00**

The cost heading provides for the gritting of the car park and accessways over the winter months. It has been reduced for the new year as the service is now under a fixed price contract.

- **External Repairs & Maintenance** **£7,000.00**

The budget figure is the estimated expenditure for any communal repairs to the structure, estate and car park. The budget has been maintained at the same level.

- **Drainage** **£6,135.00**

The budget heading allows for the internal and external planned preventative maintenance contract for the whole site. This is separate to the costs within Schedule 3.

- **Electricity** **£12,500.00**

The cost heading relates to the electricity consumption for the common areas of the estate. The budget has been maintained at the same level.

- **Lift Maintenance Contract** **£2,750.00**

The cost heading is for the annual maintenance contract for the passenger lift within the Business Centre and the three lifts within the car park lobby. The contract consists of 12 visits per annum. The budget has been increased based on the current contract costs.

- **Lift Repairs** **£9,500.00**

The heading allows a contingency sum for any unforeseen repairs that are required to the lifts during the year. The budget has been increased based on last year's expenditure.

- **M&E Maintenance Contract** **£13,000.00**

The heading is for the M&E maintenance contract that covers the weekly testing of the fire alarm, emergency lighting, tap temperature checks, the smoke vent servicing and automatic door servicing. The budget cost has increased inline with the rise in contract cost. It also now includes patol aspirator servicing (smoke detection).

- **M&E Repairs** **£8,000.00**

The budget heading provides for repairs to the Landlord's M&E equipment. It has been maintained at the same level despite the completion of the Electrical Installation Condition Report and remedials in the previous year. There is now the requirement to carry out fire alarm remedials and improvements. The budget also has a contingency for unforeseen repairs.

- **Security Systems** **£800.00**

The budget heading covers the cost of the annual CCTV maintenance contract. It has been maintained at the same level.

- **Health & Safety** **£1,500.00**

The budget covers the costs of completing the annual health and safety, fire risk and water risk assessments. The budget has been maintained at the same level.

- **Security Guarding** **£180,000.00**

The budget figure is the Business Centre's contribution towards the 24/7 site security guarding. It has been increased based on last year's expenditure.

- **Help Desk** **£553.00**

A 24 hour/7 day a week Help Desk is in place to allow all occupiers to speak with a dedicated operative and report urgent items of repair and maintenance. This will ensure that matters can be handled promptly without delay. The budget has been increased in line with the Retail Price Index, which has risen by 2.97% over the past 12 months.

- **Audit Fee** **£900.00**

The cost heading allows for the year end accounts to be certified by an independent accountant as recommended by the RICS Service Charge Professional Statement. The budget has been maintained at the same level.

- **Management Fee** **£16,303.00**

This figure represents the costs incurred for the management of the property, administration of the service charge and completing periodic inspections. The RICS Service Charge Professional Statement recommends that this be a fixed fee, subject to annual review or indexation. The Retail Price Index has shown a 2.97% increase in the past 12 months.

- **Facilities Management** **£4,206.00**

The figure represents the costs incurred to organise and supervise the various contracts in place, deal with items of maintenance, ensuring compliance and complete regular site inspections. The fee is fixed subject to annual indexation. The Retail Price Index has shown a 2.97% increase in the past 12 months.

Total

Schedule 1 **£310,397.00**

SCHEDULE 2 – Business Centre Occupiers Excluding Restaurants – Refuse Costs

- **Waste Management** **£1,000.00**

The costs allow for the refuse collection contract for the Business Centre occupiers, other than the restaurant occupiers. The restaurants maintain their own contracts. It has been reduced based on last year's expenditure.

Total

Schedule 2 **£1,000.00**

SCHEDULE 3 – Restaurant Occupiers

- **Cleaning** **£750.00**

The estimated expenditure is for the quarterly cleaning of the bin store. It has been maintained at the same level.

- **Pest Control** **£800.00**

The budget heading is for the pest control contract for the bin store. It has been maintained at the same level.

- **Drainage** **£10,000.00**

The budget allows for the quarterly cleaning of the grease traps for all restaurants to prevent ongoing blockages. It has been maintained at the same level.

Total

Schedule 3 **£11,550.00**

Budget Approval



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Partner
Dated: 1st September 2026

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Appendix A

Wing Yip Business Centre, 544 Purley Way, Croydon

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/10/2026-30/09/2027

Ref	Unit	Area Sq Ft	Weighted Area Sq Ft	Schedule 1	Schedule 2	Schedule 3
0001	**Cash & Carry**	127,906	39,000	60.22%	0.00%	0.00%
0002	**Unit 1 & 1A**	5,726	7,443	11.49%	0.00%	38.44%
21	**Unit 2**	901	1,171	1.81%	0.00%	6.05%
22	**Unit 3**	517	672	1.04%	0.00%	3.47%
0004	**Unit 3A**	312	312	0.48%	4.87%	0.00%
0019	**Unit 3B**	332	332	0.51%	5.19%	0.00%
0005	**Unit 5A**	521	521	0.80%	8.14%	0.00%
0006	**Unit 5B**	521	677	1.05%	0.00%	3.50%
0007	**Unit 6**	886	886	1.37%	13.84%	0.00%
0008	**Unit 7 & 8**	1,658	2,155	3.33%	0.00%	11.13%
0009	**Unit 9**	777	777	1.20%	12.14%	0.00%
0010	**Unit 10**	3,290	4,277	6.60%	0.00%	22.09%
0011	**Unit 11**	697	697	1.08%	10.89%	0.00%
0012	**Unit 12**	483	483	0.75%	7.56%	0.00%
0013	**Unit 13**	528	528	0.82%	8.25%	0.00%
0014	**Unit 15**	1,230	1,230	1.90%	19.22%	0.00%
0015	**Unit 16 & 17**	2,283	2,968	4.58%	0.00%	15.33%
0016	**Unit 18**	635	635	0.98%	9.92%	0.00%
	Total	**145,055**	**64,764**	**100%**	**100%**	**100%**

Weighted area for Cash & Carry based on 100% for first 10,000 sq ft, then 80%, 60%, 50%, 40%, 30% 20%, 10% for each subsequent 10,000 sq ft

Weighted area for restaurant units increased by a third (x1.3) due to intensity of use following professional advice

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Appendix B

Wing Yip Business Centre, 544 Purley Way, Croydon

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/10/2026-30/09/2027

*Amounts in gbp

Code	Description	Budget Yr End 2026	Budget Yr End 2027	Variance
1	**Schedule 1**			
5100-0101	Management Fee	15,833.00	16,303.00	470.00
5100-0203	S/C Audit Fees	900.00	900.00	0.00
5100-0302	Help Desk	537.00	553.00	16.00
5100-0309	Facilities Manager	4,085.00	4,206.00	121.00
5100-0401	Landlords risk assessments, audits & reviews	1,500.00	1,500.00	0.00
5200-0501	Electricity	12,500.00	12,500.00	0.00
5300-0901	Security Guarding	173,000.00	180,000.00	7,000.00
5300-0902	Security Systems	800.00	800.00	0.00
5300-1001	Internal Cleaning	15,500.00	21,100.00	5,600.00
5300-1002	External Cleaning	5,800.00	6,000.00	200.00
5300-1003	Window Cleaning	2,500.00	2,500.00	0.00
5300-1016	Drainage	6,135.00	6,135.00	0.00
5300-1007	Pest Control	1,000.00	1,000.00	0.00
5300-1009	External Landscaping	6,664.00	7,000.00	336.00
5300-1010	Snow clearance / Gritting	6,000.00	3,650.00	-2,350.00
5400-1201	M&E Maintenance Contract	11,500.00	13,000.00	1,500.00
5400-1202	M&E Repairs	8,000.00	8,000.00	0.00
5400-1301	Lift Maintenance Contract	2,500.00	2,750.00	250.00
5400-1302	Lift Repairs	7,500.00	9,500.00	2,000.00
5400-1501	Internal Repairs and Maintenance	8,000.00	6,000.00	-2,000.00
5400-1502	External Repairs and Maintenance	7,000.00	7,000.00	0.00
	Schedule Total	**297,254.00**	**310,397.00**	**13,143.00**
2	**Schedule 2**			
5300-1014	Refuse Collection	1,350.00	1,000.00	-350.00
	Schedule Total	**1,350.00**	**1,000.00**	**-350.00**
3	**Schedule 3**			
5300-1002	External Cleaning	750.00	750.00	0.00
5300-1007	Pest Control	800.00	800.00	0.00
5300-1016	Drainage	10,000.00	10,000.00	0.00
	Schedule Total	**11,550.00**	**11,550.00**	**0.00**
	Total	**310,154.00**	**322,947.00**	**12,793.00**