



Wing Yip Business Centre

544 Purley Way

Croydon

London CR0 4NZ

Service Charge Expenditure Report

1st October 2022 –

30th September 2023



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





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 expenditure for the service charge period 1st October 2022 to 30th September 2023.

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; 1st 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 small shopping mall. There are a mixture of retail, business 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 of the service charge expenditure on a not for profit/not for loss basis. It is also to promote clarity and transparency.

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 service charge year end was £28,210.31. Funds are held in a discrete bank account in order to obtain interest. The account is maintained with Barclays Bank plc, Kidderminster branch.

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



Service Charge Apportionment

There are three service charge schedules in total. Schedule One is contributed towards by all occupiers. Schedule Two is for the refuse costs of the non-restaurant occupiers. Schedule Three is for restaurant bin store areas.

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

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.

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



Management Team

Management Surveyor:

Ian Starbuck
Johnson Fellows, Charter House, 163 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:

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.

Help Desk Manager:

Charlie Scott
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0409
Mobile: 07763 564705
Email: helpdesk@JohnsonFellows.co.uk

Charlie Scott is the Help Desk Manager and is responsible for dealing with urgent reactive maintenance and repair.

Site Manager:

Clive Manyeza
Mobile: 07711 396 763

Clive is on site one day per week and is responsible for litter picking, landscaping, minor items of repair and maintenance and tenant liaison for urgent matters.

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.



Expenditure Commentary

All figures are shown net of VAT

SCHEDULE 1 – General Business Centre Costs

- **Internal Cleaning** **£13,375.29**

The cost heading is for the cleaning contract for the communal areas of the Business Centre including an annual deep clean. The expenditure came in below budget.

- **Pest Control** **£1,309.70**

The expenditure heading is for the pest control contract for the Business Centre and the surrounding estate with Rentokil. The expenditure was below budget.

- **Window Cleaning** **£1,647.00**

The costs relate to the window cleaning contract for the Business Centre. The expenditure came in slightly over budget.

- **External Cleaning** **£5,933.39**

The budget allowed for the external cleaning of the estate and the litter picking. Costs came in marginally above budget.

- **External Landscaping** **£641.42**

The landscaping budget was removed to reflect the work that the Site Manager picks up. However, expenditure was incurred in the hire of access equipment and the removal of fly tipping.

- **Internal Repairs & Maintenance** **£2,075.00**

The budget allowed for any ad-hoc items of repairs and maintenance within the internal areas. Expenditure largely related to addressing internal matters following a roof leak. Overall, the expenditure was well below budget.

- **Gritting** **£5,561.00**

The cost heading provided for the gritting of the car park and accessways over the winter months. Expenditure was above budget.

- **External Repairs & Maintenance** **£3,174.98**

The budget allowed for any external building repairs, together with the maintenance of the estate road, paths and car park. The main item of expenditure that was included under this heading is the installation of digital signs. In addition, there were various minor works. Expenditure was under budget.



- **Electricity** **£23,144.80**

The expenditure heading relates to the electricity consumption for the common areas of the estate. It was above budget due to the increase in utility costs.

- **Lift Maintenance Contract** **£1,437.03**

The cost heading is for the annual maintenance contract for the passenger lifts within the Business Centre. Expenditure was under budget.

- **Lift Repairs** **£2,648.77**

The expenditure heading allowed a contingency sum for any unforeseen repairs that were required to the lifts during the year. Various repairs were completed, but overall the expenditure was under budget.

- **M&E Maintenance Contract** **£5,446.86**

The budget heading allowed for the contract cost for the weekly testing of the fire alarm, lightning protection test, emergency lighting and tap temperature checks. Total expenditure was under budget.

- **M&E Repairs** **£13,100.93**

The heading provided for repairs to the Landlord's M&E equipment. The main items of expenditure during the year was the installation of a new fire alarm panel. The total costs were over budget.

- **Security Systems** **£1,766.52**

The cost heading covers the annual CCTV maintenance contract. Expenditure was above budget.

- **Health & Safety** **£0.00**

The budget provided for the completion of the annual health & safety and fire risk assessments. They were not completed during the year.

- **Staff Costs** **£17,956.26**

The expenditure relates to the costs of the Site Manager. The Site Manager is at the property one day per week and is responsible for landscaping, minor items of repair and maintenance and tenant liaison for urgent matters. Expenditure was over budget for the year due to a rise in contract rates. The contract is being re-tendered.

- **Security Guarding** **£143,480.93**

The expenditure figure is the Business Centre's contribution towards the 24/7 site security guarding. It was over budget due to an increase in contract costs.



- **Help Desk** **£500.00**

24 hour/7 day a week Help Desk has been set up to allow all occupiers to speak with a dedicated operative and report urgent items of repair and maintenance. The expenditure is in line with the budget figure.

- **Audit Fee** **£850.00**

The expenditure is for the year end accounts to be certified by an independent accountant as recommended by the RICS Service Charge Professional Statement. It was under budget.

- **Management Fee** **£13,308.00**

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 fee is in line with budget.

- **Facilities Management** **£3,433.00**

The figure represents the costs incurred to organise and supervise the various contracts in place, deal with items of maintenance, ensure compliance and complete regular site inspections. The expenditure is in line with budget.

Total

Schedule 1 **£260,790.88**



SCHEDULE 2 – Refuse Costs – Excluding Restaurants

- **Waste Management** **£1,042.34**

The expenditure relates to the refuse collection contract for the Business Centre occupiers, excluding the restaurant occupiers. The restaurants maintain their own contracts. The cost was under budget.

Total

Schedule 2 **£1,042.34**

SCHEDULE 3 – Bin Store Costs – Restaurants

- **Cleaning** **£385.00**

The budget allowed for additional cleaning and pressure washing to the bin store. Expenditure was under budget.

- **Pest Control** **£771.86**

The budget heading allowed for additional pest control measures within the bin store. Expenditure was over budget.

- **Drainage** **£8,502.50**

The cost heading was introduced for this year and covers the monthly cleaning of all grease traps for the restaurants following several incidents of drain blockages. Expenditure was over budget.

Total

Schedule 3 **£9,659.36**



Expenditure Approval

.....
Facilities Manager

.....
Partner

Dated 13th March 2024

Dated 13th March 2024



Appendix A

Wing Yip Business Centre, Croydon

Service Charge Apportionment Schedule

1st October 2022 - 30th September 2023

Unit	Schedule	Area Sq Ft	Weighted Area Sq Ft	Percentage
Cash & Carry	1	127,906.00	39,000.00	60.364%
Unit 1 & 1A	1	5,726.00	7,443.00	11.520%
Unit 2 & 3	1	1,418.00	1,843.00	2.853%
Unit 3A	1	312.00	312.00	0.483%
Unit 3B	1	332.00	332.00	0.514%
Unit 5A	1	521.00	521.00	0.806%
Unit 5B	1	521.00	521.00	0.806%
Unit 6	1	886.00	886.00	1.371%
Unit 7 & 8	1	1,658.00	2,155.00	3.336%
Unit 9	1	777.00	777.00	1.203%
Unit 10	1	3,290.00	4,277.00	6.620%
Unit 11	1	697.00	697.00	1.079%
Unit 12	1	483.00	483.00	0.748%
Unit 13	1	528.00	528.00	0.817%
Unit 15	1	1,230.00	1,230.00	1.904%
Unit 16 & 17	1	2,283.00	2,968.00	4.594%
Unit 18	1	635.00	635.00	0.983%
1 Total		149,203.00	64,608.00	100.000%
Unit 3A	2	312.00	312.00	4.51%
Unit 3B	2	332.00	332.00	4.80%
Unit 5A	2	521.00	521.00	7.53%
Unit 5B	2	521.00	521.00	7.53%
Unit 6	2	886.00	886.00	12.80%
Unit 9	2	777.00	777.00	11.23%
Unit 11	2	697.00	697.00	10.07%
Unit 12	2	483.00	483.00	6.98%
Unit 13	2	528.00	528.00	7.63%
Unit 15	2	1,230.00	1,230.00	17.77%
Unit 18	2	635.00	635.00	9.17%
2 Total		6,922.00	6,922.00	100.00%
Unit 1 & 1A	3	5,726.00	7,443.00	39.83%
Unit 2 & 3	3	1,418.00	1,843.00	9.86%
Unit 7 & 8	3	1,658.00	2,155.00	11.53%
Unit 10	3	3,290.00	4,277.00	22.89%
Unit 16 & 17	3	2,283.00	2,968.00	15.88%
3 Total		14,375.00	18,686.00	100.00%

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 one third due to intensity of use following professional advice



Appendix B

Wing Yip Business Centre, Croydon

Service Charge Expenditure Variance Schedule

1st October 2022 - 30th September 2023

The property is VAT registered. Figures for all schedules are shown net of VAT.

Service Charge Item	Schedule	Budget 2022-23	Expenditure 2022-23
Internal Cleaning	1	£ 15,500.00	£ 13,375.29
Pest Control	1	£ 2,000.00	£ 1,309.70
Window Cleaning	1	£ 1,500.00	£ 1,647.00
External Cleaning	1	£ 5,800.00	£ 5,933.39
External Landscaping	1	£ -	£ 641.42
Internal Repairs & Maintenance	1	£ 8,000.00	£ 2,075.00
Gritting	1	£ 3,000.00	£ 5,561.00
External Maintenance	1	£ 8,000.00	£ 3,174.98
Electricity	1	£ 15,000.00	£ 23,144.80
Lift Maintenance Contract	1	£ 2,500.00	£ 1,437.03
Lift Repairs	1	£ 5,000.00	£ 2,648.77
M&E Maintenance Contract	1	£ 7,000.00	£ 5,446.86
M&E Repairs	1	£ 10,000.00	£ 13,100.93
Security Systems	1	£ 800.00	£ 1,766.52
Health & Safety	1	£ 750.00	£ -
Staff Costs	1	£ 13,370.00	£ 17,956.26
Security Guarding	1	£ 130,000.00	£ 143,480.93
Help Desk	1	£ 500.00	£ 500.00
Audit Fee	1	£ 900.00	£ 850.00
Management Fee	1	£ 13,308.00	£ 13,308.00
Facilities Management Fee	1	£ 3,433.00	£ 3,433.00
1 Total		£ 246,361.00	£ 260,790.88
Waste Management	2	£ 1,200.00	£ 1,042.34
2 Total		£ 1,200.00	£ 1,042.34
Cleaning	3	£ 750.00	£ 385.00
Pest Control	3	£ 550.00	£ 771.86
Drainage	3	£ 6,000.00	£ 8,502.50
3 Total		£ 7,300.00	£ 9,659.36
TOTAL		£ 254,861.00	£ 271,492.58



Appendix C

**W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023**





W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023

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**INDEPENDENT ACCOUNTANTS' REPORT TO THE LANDLORD OF
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON**

We have reviewed the accompanying statement of service charge expenditure for Business Centre for the year ended 30 September 2023 and a summary of significant accounting policies and notes to the service charge expenditure report set out on page 7 to 8. The statement of service charge expenditure has been prepared by Johnson Fellows LLP in accordance with guidance issued by the RICS to supplement the RICS code of Practice, Service Charges in Commercial Property (the code).

Managing Agent's responsibility for the statement of service charge expenditure

Johnson Fellows LLP are responsible for the preparation of the statement of service charge expenditure and for such internal controls as they determine are necessary to determine the preparation of statements that are free from material misstatement, whether due to fraud or error.

Reporting Accountants' 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 the 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 RICS. ISRE 2400 (Revised) also requires us to comply with relevant ethical requirements.

A review of statement of service charge expenditure in accordance with ISRE 2400 (Revised) is a limited assurance assignment. 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. As the reporting accountant we have performed the following procedures:

- checked whether entries in the accounting records are supported by invoices, receipts, other documentation or evidence
- made enquiries of management and others responsible for the services that comprise the service charge on this property
- applied analytical procedures.

The procedures do not include a review of the allocation or apportionment of service charge expenditure to occupiers.



**INDEPENDENT ACCOUNTANTS' REPORT TO THE LANDLORD OF
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON**

Conclusion

Our report is made in accordance with the terms of our engagement and is intended solely for Johnson Fellows LLP for issue to current occupiers and the landlord. 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 Johnson Fellows LLP 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 Johnson Fellows LLP in connection with the report of this engagement.

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that cause 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.

On the basis of information and explanations provided to us by Johnson Fellows LLP, in our opinion, the expenditure incurred and to be incurred by the Lessor for the year ended 30 September 2023 was £271,492.58 exclusive of VAT.

BENNETT WHITEHOUSE SERVICE CHARGE LIMITED
Chartered Accountants
11 Centre Court
Vine Lane
Halesowen
West Midlands
B63 3EB

8 February 2024



W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Total All Schedules	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
Schedule 1	260,790.88	246,361.00	14,429.88	275,709.63	(14,918.75)
Schedule 2	1,042.34	1,200.00	(157.66)	1,077.63	(35.29)
Schedule 3	9,659.36	7,300.00	2,359.36	7,573.46	2,085.90
TOTAL ALL SCHEDULES	271,492.58	254,861.00	16,631.58	284,360.72	(12,868.14)

For breakdown of all schedules see pages 4 to 6



W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Schedule 1 - All Occupiers	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
MANAGEMENT					
Management fees					
Management fees	13,308.00	13,308.00	-	12,555.00	753.00
Accounting fees					
Service charge accountancy fee	850.00	900.00	(50.00)	850.00	-
Site management resources					
Building Manager	17,956.26	13,370.00	4,586.26	13,338.24	4,618.02
Helpdesk fees	500.00	500.00	-	-	500.00
Facilities management	3,433.00	3,433.00	-	3,239.00	194.00
Health,safety and environmental					
Health and safety	-	750.00	(750.00)	1,450.00	(1,450.00)
UTILITIES					
Electricity					
Electricity	23,144.80	15,000.00	8,144.80	14,545.08	8,599.72
SOFT SERVICES					
Security					
Security Guarding	143,480.93	130,000.00	13,480.93	128,647.25	14,833.68
Security Systems	1,766.52	800.00	966.52	1,830.47	(63.95)
Cleaning and environmental					
Cleaning	-	15,500.00	(15,500.00)	-	-
Internal cleaning	13,375.29	-	13,375.29	11,676.58	1,698.71
External cleaning	5,933.39	5,800.00	133.39	6,192.47	(259.08)
Window cleaning	1,647.00	1,500.00	147.00	2,016.00	(369.00)
Pest control	1,309.70	2,000.00	(690.30)	1,598.50	(288.80)
Landscaping	641.42	-	641.42	-	641.42
Snow clearance and gritting	5,561.00	3,000.00	2,561.00	1,794.20	3,766.80
HARD SERVICES					
Mechanical and electrical services (M&E)					
M&E maintenance contract	5,446.86	7,000.00	(1,553.14)	5,753.51	(306.65)
M&E repairs	13,100.93	10,000.00	3,100.93	21,343.14	(8,242.21)
Planned Preventative Maintenance	-	-	-	6,000.00	(6,000.00)
Lift and escalators					
Lift maintenance contract	1,437.03	2,500.00	(1,062.97)	1,868.31	(431.28)
Lift repairs	2,648.77	5,000.00	(2,351.23)	19,270.60	(16,621.83)
Fabric repairs and maintenance					
Internal repairs and maintenance	2,075.00	8,000.00	(5,925.00)	12,625.00	(10,550.00)
External repairs and maintenance	3,174.98	8,000.00	(4,825.02)	9,116.28	(5,941.30)
SCHEDULE 1 - ALL OCCUPIERS TOTAL	260,790.88	246,361.00	14,429.88	275,709.63	(14,918.75)



W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Schedule 2 - Business Centre Excl Restaurants	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
SOFT SERVICES					
Cleaning and environmental					
Refuse removal	1,042.34	1,200.00	(157.66)	1,077.63	(35.29)
SCHEDULE 2 - BUSINESS CENTRE EXCL RESTAURANTS TOTAL	1,042.34	1,200.00	(157.66)	1,077.63	(35.29)



W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Schedule 3 - Restaurant Occupiers	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
SOFT SERVICES					
Cleaning and environmental					
Cleaning	385.00	750.00	(365.00)	-	385.00
Pest control	771.86	550.00	221.86	720.96	50.90
HARD SERVICES					
Fabric repairs and maintenance					
Drainage repairs and maintenance	8,502.50	6,000.00	2,502.50	6,852.50	1,650.00
SCHEDULE 3 - RESTAURANT OCCUPIERS TOTAL	9,659.36	7,300.00	2,359.36	7,573.46	2,085.90



W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
NOTES TO THE STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023

1 Accounting policies

The accounts are prepared in accordance with the provisions of the lease and on the accruals basis.

2 Bank account

Service charge money was held in a general clients account with Barclays. Account Name Johnson Fellows LLP Client Account. This is an interest bearing account. Any interest earned on the funds is credited to the service charge account net of any bank operating costs.

3 VAT

The property is elected for VAT purposes and therefore all service charge expenditure stated is exclusive of VAT.

4 Management fees

Johnson Fellows LLP are appointed to manage the common areas of the property. The management fee charged solely for the management of the service charge for the year ended 30 September 2023 was agreed at a fixed fee of £13,308.00. The management fee is reviewed annually. Asset management and rent collection costs are excluded from the service charge management fee.

Total employment costs of the on site manager and their assistant is included within the service charge expenditure.

Summary of all fees charged by the managing agent -

	2023
	£
Management fees	13,308.00



W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
NOTES TO THE STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023

5 Accruals

The accruals included in the service charge expenditure relate to goods and services actually incurred within the year ended 30 September 2023, but no invoice had been received at the year end date.

Sch Code	£
01 Service charge accountancy fee	850.00
01 Security systems	741.68
01 Electricity	700.00
01 M&E maintenance contract	161.52
	<hr/>
	2,453.20

6 Empty units and concessions granted to tenants

Where appropriate, costs are apportioned on a daily basis and for the avoidance of doubt it is confirmed that the landlord bears an appropriate proportion of the service charge expenditure in respect of voids and vacant premises.

Likewise, if any tenant has any form of concession, whereby their contribution towards the service charge is capped, or is lower than the apportionment due, the landlord pays the difference.

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023



bennett whitehouse

CHARTERED ACCOUNTANTS

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023

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**INDEPENDENT ACCOUNTANTS' REPORT TO THE LANDLORD OF
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON**

We have reviewed the accompanying statement of service charge expenditure for Business Centre for the year ended 30 September 2023 and a summary of significant accounting policies and notes to the service charge expenditure report set out on page 7 to 8. The statement of service charge expenditure has been prepared by Johnson Fellows LLP in accordance with guidance issued by the RICS to supplement the RICS code of Practice, Service Charges in Commercial Property (the code).

Managing Agent's responsibility for the statement of service charge expenditure

Johnson Fellows LLP are responsible for the preparation of the statement of service charge expenditure and for such internal controls as they determine are necessary to determine the preparation of statements that are free from material misstatement, whether due to fraud or error.

Reporting Accountants' 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 the 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 RICS. ISRE 2400 (Revised) also requires us to comply with relevant ethical requirements.

A review of statement of service charge expenditure in accordance with ISRE 2400 (Revised) is a limited assurance assignment. 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. As the reporting accountant we have performed the following procedures:

- checked whether entries in the accounting records are supported by invoices, receipts, other documentation or evidence
- made enquiries of management and others responsible for the services that comprise the service charge on this property
- applied analytical procedures.

The procedures do not include a review of the allocation or apportionment of service charge expenditure to occupiers.

**INDEPENDENT ACCOUNTANTS' REPORT TO THE LANDLORD OF
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON**

Conclusion

Our report is made in accordance with the terms of our engagement and is intended solely for Johnson Fellows LLP for issue to current occupiers and the landlord. 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 Johnson Fellows LLP 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 Johnson Fellows LLP in connection with the report of this engagement.

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that cause 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.

On the basis of information and explanations provided to us by Johnson Fellows LLP, in our opinion, the expenditure incurred and to be incurred by the Lessor for the year ended 30 September 2023 was £271,492.58 exclusive of VAT.

BENNETT WHITEHOUSE SERVICE CHARGE LIMITED
Chartered Accountants
11 Centre Court
Vine Lane
Halesowen
West Midlands
B63 3EB

8 February 2024

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Total All Schedules	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
Schedule 1	260,790.88	246,361.00	14,429.88	275,709.63	(14,918.75)
Schedule 2	1,042.34	1,200.00	(157.66)	1,077.63	(35.29)
Schedule 3	9,659.36	7,300.00	2,359.36	7,573.46	2,085.90
TOTAL ALL SCHEDULES	271,492.58	254,861.00	16,631.58	284,360.72	(12,868.14)

For breakdown of all schedules see pages 4 to 6

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Schedule 1 - All Occupiers	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
MANAGEMENT					
Management fees					
Management fees	13,308.00	13,308.00	-	12,555.00	753.00
Accounting fees					
Service charge accountancy fee	850.00	900.00	(50.00)	850.00	-
Site management resources					
Building Manager	17,956.26	13,370.00	4,586.26	13,338.24	4,618.02
Helpdesk fees	500.00	500.00	-	-	500.00
Facilities management	3,433.00	3,433.00	-	3,239.00	194.00
Health,safety and environmental					
Health and safety	-	750.00	(750.00)	1,450.00	(1,450.00)
UTILITIES					
Electricity					
Electricity	23,144.80	15,000.00	8,144.80	14,545.08	8,599.72
SOFT SERVICES					
Security					
Security Guarding	143,480.93	130,000.00	13,480.93	128,647.25	14,833.68
Security Systems	1,766.52	800.00	966.52	1,830.47	(63.95)
Cleaning and environmental					
Cleaning	-	15,500.00	(15,500.00)	-	-
Internal cleaning	13,375.29	-	13,375.29	11,676.58	1,698.71
External cleaning	5,933.39	5,800.00	133.39	6,192.47	(259.08)
Window cleaning	1,647.00	1,500.00	147.00	2,016.00	(369.00)
Pest control	1,309.70	2,000.00	(690.30)	1,598.50	(288.80)
Landscaping	641.42	-	641.42	-	641.42
Snow clearance and gritting	5,561.00	3,000.00	2,561.00	1,794.20	3,766.80
HARD SERVICES					
Mechanical and electrical services (M&E)					
M&E maintenance contract	5,446.86	7,000.00	(1,553.14)	5,753.51	(306.65)
M&E repairs	13,100.93	10,000.00	3,100.93	21,343.14	(8,242.21)
Planned Preventative Maintenance	-	-	-	6,000.00	(6,000.00)
Lift and escalators					
Lift maintenance contract	1,437.03	2,500.00	(1,062.97)	1,868.31	(431.28)
Lift repairs	2,648.77	5,000.00	(2,351.23)	19,270.60	(16,621.83)
Fabric repairs and maintenance					
Internal repairs and maintenance	2,075.00	8,000.00	(5,925.00)	12,625.00	(10,550.00)
External repairs and maintenance	3,174.98	8,000.00	(4,825.02)	9,116.28	(5,941.30)
SCHEDULE 1 - ALL OCCUPIERS TOTAL	260,790.88	246,361.00	14,429.88	275,709.63	(14,918.75)

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Schedule 2 - Business Centre Excl Restaurants	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
SOFT SERVICES					
Cleaning and environmental					
Refuse removal	1,042.34	1,200.00	(157.66)	1,077.63	(35.29)
SCHEDULE 2 - BUSINESS CENTRE EXCL RESTAURANTS TOTAL	1,042.34	1,200.00	(157.66)	1,077.63	(35.29)

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
SERVICE CHARGE EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Schedule 3 - Restaurant Occupiers	Actual 2023 £	Budget 2023 £	Budget Variance £	Prior Period £	Prior Variance £
SOFT SERVICES					
Cleaning and environmental					
Cleaning	385.00	750.00	(365.00)	-	385.00
Pest control	771.86	550.00	221.86	720.96	50.90
HARD SERVICES					
Fabric repairs and maintenance					
Drainage repairs and maintenance	8,502.50	6,000.00	2,502.50	6,852.50	1,650.00
SCHEDULE 3 - RESTAURANT OCCUPIERS TOTAL	9,659.36	7,300.00	2,359.36	7,573.46	2,085.90

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
NOTES TO THE STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023

1 Accounting policies

The accounts are prepared in accordance with the provisions of the lease and on the accruals basis.

2 Bank account

Service charge money was held in a general clients account with Barclays. Account Name Johnson Fellows LLP Client Account. This is an interest bearing account. Any interest earned on the funds is credited to the service charge account net of any bank operating costs.

3 VAT

The property is elected for VAT purposes and therefore all service charge expenditure stated is exclusive of VAT.

4 Management fees

Johnson Fellows LLP are appointed to manage the common areas of the property. The management fee charged solely for the management of the service charge for the year ended 30 September 2023 was agreed at a fixed fee of £13,308.00. The management fee is reviewed annually. Asset management and rent collection costs are excluded from the service charge management fee.

Total employment costs of the on site manager and their assistant is included within the service charge expenditure.

Summary of all fees charged by the managing agent -

	2023
	£
Management fees	13,308.00

W WING YIP & BROTHERS PROPERTY & INVESTMENTS LIMITED
BUSINESS CENTRE, 544 PURLEY WAY, CROYDON
NOTES TO THE STATEMENT OF SERVICE CHARGE EXPENDITURE
FOR THE YEAR ENDED 30 SEPTEMBER 2023

5 Accruals

The accruals included in the service charge expenditure relate to goods and services actually incurred within the year ended 30 September 2023, but no invoice had been received at the year end date.

Sch Code	£
01 Service charge accountancy fee	850.00
01 Security systems	741.68
01 Electricity	700.00
01 M&E maintenance contract	161.52
	<hr/>
	2,453.20
	<hr/>

6 Empty units and concessions granted to tenants

Where appropriate, costs are apportioned on a daily basis and for the avoidance of doubt it is confirmed that the landlord bears an appropriate proportion of the service charge expenditure in respect of voids and vacant premises.

Likewise, if any tenant has any form of concession, whereby their contribution towards the service charge is capped, or is lower than the apportionment due, the landlord pays the difference.