



Kingston Walk

Kingston Centre

Winchester Circle

Milton Keynes

MK10 0BA

Service Charge Expenditure Report

1<sup>st</sup> April 2022 to 31<sup>st</sup> March 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, Tesco Stores Ltd. It is intended to provide details of the expenditure incurred during the service charge period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 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**

Kingston Centre is located on the outskirts of Milton Keynes at the junction of the A4146 Tongwell Street and the A421 Standing Way. Junction 14 of the M1 Motorway is approximately 2 miles to the north, with Junction 13 approximately 3 miles to the south east.

Kingston Walk is a covered shopping mall associated with the Tesco Extra superstore. The mall consists of 12 self-contained retail units, together with access into the superstore.

The communal services consist of the cleaning, lighting and maintenance of the internal parts of the mall, together with the external structure and fabric. Tesco is solely responsible for the maintenance of the structure and roof to the Superstore.

## **Service Charge Objectives**

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

The objective of this 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 set up to accrue funds for any adhoc works required. However, the reserve fund has not been utilised for this service year and the monies are held in a separate interest earning account.

### **Service Charge Apportionment**

The service charge is set up under a single apportionment schedule to which all occupiers contribute. A Service Charge Apportionment Schedule is attached at Appendix A.

The apportionment percentages are calculated based on the net internal floor areas.



## **Management Team**

### **Facilities Manager:**

Robert Scott  
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW  
Mobile: 07540 732 602  
Email: [robert.scott@JohnsonFellows.co.uk](mailto:robert.scott@JohnsonFellows.co.uk)

Robert Scott is responsible for the repair and maintenance of the property and statutory compliance.

### **Management Surveyor:**

Tina Hothi  
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW  
Mobile: 07594 089316  
Email: [tina.hothi@johnsonfellows.co.uk](mailto:tina.hothi@johnsonfellows.co.uk)

Tina Hothi is responsible for the overall management of the property.

### **Service Charge Accountant:**

Rebecca Glover  
Client Accounts  
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW  
Direct Dial: 0121 234 0405  
Email: [rebecca.glover@johnsonfellows.co.uk](mailto:rebecca.glover@johnsonfellows.co.uk)

Rebecca Glover is the client accountant responsible for this property.



## **Expenditure Commentary**

### ***SCHEDULE 1 – All Occupiers***

***All figures are shown net of VAT***

- **Cleaning** **£44,712.04**

The cost heading is for the daily internal cleaning contract for the mall. The expenditure came in below budget.

- **Refuse Collection** **£19,856.80**

The expenditure heading covers the annual refuse disposal contract, cardboard collection and the hire of the compactor. Expenditure came in marginally above the budgeted amount.

- **Window Cleaning** **£1,950.00**

The expenditure heading allowed for the window cleaning contract within the mall. The expenditure came in below budget.

- **External Repairs** **£5,680.00**

The main items of expenditure included essential roof and paving repairs. The expenditure was marginally over budget.

- **Internal Repairs** **£20,535.00**

The budget provided for the ongoing replacement of the entrance matting, plus a contingency sum for ad-hoc repairs to the internal mall area. The entrance matting was not completed, but there is a reserve fund provision as provided below. Otherwise, various minor repairs were carried out, with total expenditure being under budget. This amount also includes some of the Mechanical & Electrical work undertaken onsite. of the m & e undertaken on site,

- **Electrical Supply** **£0.00**

The budget provided for the communal electricity consumption for the mall. However, at the moment this is still being picked up by Tesco.

- **Mechanical & Electrical** **£1,896.87**

The expenditure heading allowed for the service contract for the automatic doors & heaters, the maintenance of the compactor for the refuse and the servicing of the smoke vents. Additional electrical works were required following the completion of a fixed wire test. Total expenditure was under budget as some of the costs have been allocated to the internal repairs.

- **Fire Prevention** **£4,607.88**

The budget allowed for the weekly testing and servicing of the fire alarm. The expenditure came in below budget.



- **Health & Safety** **£0.00**

The expenditure relates to the completion of a health and safety assessment for the centre. However, no costs have been incurred for this service charge year end.

- **Security** **£4,304.52**

The expenditure relates to the provision of security for the unlocking and locking up of the mall on Sundays. The costs were marginally over budget.

- **Audit Fee** **£700.00**

The RICS Service Charge Code of Practice states that service charge accounts for commercial properties are to be independently certified on an annual basis. The cost stated covers the accountant's fee. It was on budget.

- **Reserve Fund** **£15,000.00**

Whilst not contained within the budget, a reserve fund was set up to facilitate the future replacement of the overdoor heaters and the remainder of the entrance matting. It is anticipated that the reserve fund will be in place for a couple of years only.

- **Management Fee** **£9,598.00**

This figure represents the costs incurred for the management of the property and administration of the service charge. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual review or indexation. The fee is in line with the budget.

- **Facilities Management** **£14,997.00**

The cost heading is for the Facilities Manager to tender, organise and supervise all contracts, arrange periodic works, monitor performance, complete regular site inspections and ensure compliance. The expenditure is in line with the budget.

- **Landlord Contribution** **-£20,198.05**

It has been agreed that Tesco Stores will contribute 50% of the income received from the Retail Mall Units to the service charge. This is applied as a landlord credit at year end, following the reconciliation of the RMU income.

**Total**

**Schedule 1** **£124,400.06**



**Expenditure Approval**

R. Scott

Paul

.....  
Facilities Manager

Dated 08<sup>th</sup> January 2024

.....  
Associate Partner

Dated 08<sup>th</sup> January 2024



## Appendix A

### Kingston Walk, Milton Keynes

### Service Charge Apportionment Schedule

1st April 2022 to 31st March 2023

| Unit    | Schedule | Area Sq Ft | Percentage |
|---------|----------|------------|------------|
| 1       | 1        | 1,790      | 15.51%     |
| 2       | 1        | 736        | 6.38%      |
| 3A      | 1        | 348        | 3.01%      |
| 3C & 3D | 1        | 348        | 3.01%      |
| 6       | 1        | 741        | 6.42%      |
| 7       | 1        | 742        | 6.43%      |
| 8 & 9   | 1        | 2,817      | 24.40%     |
| 10      | 1        | 687        | 5.95%      |
| 11      | 1        | 1,256      | 10.88%     |
| 12      | 1        | 825        | 7.15%      |
| 13      | 1        | 627        | 5.43%      |
| 14      | 1        | 627        | 5.43%      |
| 1 Total |          | 11,544     | 100.00%    |



**Appendix B**

**Kingston Walk, Milton Keynes**

**Service Charge Apportionment Schedule**

**1st April 2022 to 31st March 2023**

| Unit           | Schedule | Area Sq Ft    | Percentage     |
|----------------|----------|---------------|----------------|
| 1              | 1        | 1,790         | 15.51%         |
| 2              | 1        | 736           | 6.38%          |
| 3A             | 1        | 348           | 3.01%          |
| 3C & 3D        | 1        | 348           | 3.01%          |
| 6              | 1        | 741           | 6.42%          |
| 7              | 1        | 742           | 6.43%          |
| 8 & 9          | 1        | 2,817         | 24.40%         |
| 10             | 1        | 687           | 5.95%          |
| 11             | 1        | 1,256         | 10.88%         |
| 12             | 1        | 825           | 7.15%          |
| 13             | 1        | 627           | 5.43%          |
| 14             | 1        | 627           | 5.43%          |
| <b>1 Total</b> |          | <b>11,544</b> | <b>100.00%</b> |

**TESCO STORES LIMITED**  
**KINGSTON WALK, 29 WINCHESTER CIRCLE**  
**MILTON KEYNES**

**SERVICE COSTS STATEMENT**

**INDEPENDENT REVIEW**

**YEAR ENDED 31ST MARCH 2023**

**Haines Watts**

**29 Winchester Circle  
Milton Keynes  
Certificate of Service Costs for the year ended 31st March 2023**

|                                     | 2023                     | 2022                     |
|-------------------------------------|--------------------------|--------------------------|
| <b>Schedule 1</b>                   |                          |                          |
| Cleaning                            | 44,712.04                | 44,530.79                |
| Refuse                              | 19,856.80                | 16,066.36                |
| Window Cleaning                     | 1,950.00                 | -                        |
| Drainage                            | 320.00                   | -                        |
| Building Repair                     | 440.00                   | -                        |
| Repairs - External                  | 5,680.00                 | 2,920.00                 |
| Repairs - Internal                  | 20,535.00                | 4,444.40                 |
| Mechanical & Electrical Maintenance | 1,896.87                 | 24,086.00                |
| Fire Prevention                     | 4,607.88                 | 1,955.38                 |
| Health & Safety                     | -                        | 895.00                   |
| Security                            | 4,304.52                 | 3,128.52                 |
| Audit Fees                          | 700.00                   | 700.00                   |
| Reserve Fund                        | 15,000.00                | 15,000.00                |
| Management Fees                     | 9,598.00                 | 8,872.00                 |
| Facilities Management               | 14,997.00                | 13,863.00                |
| Head Lease Service Charge           | (20,198.05)              | (15,041.67)              |
| <b>Total expenditure</b>            | <b><u>124,400.06</u></b> | <b><u>121,419.78</u></b> |

**Reserve fund:**

|                         |                         |
|-------------------------|-------------------------|
| Balance @ 01.04.22      | 30,000.00               |
| Paid in during the year | 15,000.00               |
| Interest in the year    | -                       |
| Balance @ 31.03.23      | <b><u>45,000.00</u></b> |

**Independent Accountant's Review Report**

To the Manager, 29 Winchester Circle

We have reviewed the statement of service charge expenditure for the above property for the year ended 31 March 2023. 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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