



**Quay Place  
Edward Street  
Birmingham  
B1 2RA**

**Service Charge  
Budget Report  
1<sup>st</sup> January 2026 –  
31<sup>st</sup> December 2026**

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## **Introduction**

This report has been produced by Johnson Fellows on behalf of the Landlord, Nether Ltd. It is intended to provide details of the planned expenditure for the service charge period 1<sup>st</sup> January 2026 to 31<sup>st</sup> December 2026.

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; 2<sup>nd</sup> Edition.

## **The Property**

Quay Place is a purpose built office development on the western side of Birmingham's Central Business District. The 2.02 acre site lies on the corner of Edward Street and King Edwards Road and is bound by the canal to the rear. It sits within the A4540 ring road, which provides direct access to the A38(M) and the national motorway network beyond.

Developed in the 1990's, Quay Place provides six three storey multi occupied office buildings totaling 102,057 sq ft, arranged around a central courtyard. The site has vehicle access from Edward Street and Louisa Street. It provides parking facilities for 182 cars.

The estate has a mix of occupiers including professional offices, education facilities, studios and a café.

The primary services provided at the estate consist of the cleaning and landscaping of the communal parts, external building maintenance, waste management and site security. For the multi-occupied buildings, the services also include internal cleaning, repairs and M&E maintenance in respect of the common areas.

## **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.

## **Utilities**

Johnson Fellows has partnered with a utility broker, TUS Group. The aim is to ensure that all supplies are kept in contract on the best rates possible. There is no cost to the tenants for this service.

## **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**

Reserve Funds are in place to collate monies for the major planned project works. These include:

- Window refurbishment works to Edward House, Nelson House, Albert House & Vincent House
- Boiler Replacement to Albert & Vincent House
- Repairs to the concrete beam within the lower level car park

Funds are held in discrete bank accounts to obtain interest. The accounts are maintained with Barclays Bank plc, Kidderminster branch.



## **Service Charge Apportionment**

The Service Charge Apportionment Schedule is attached at Appendix A.

Five separate schedules have been adopted, with expenditure allocated depending on the beneficiary of the service provided.

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

A summary of the schedules is below:

- Schedule 1 – Estate Costs – All Occupiers
- Schedule 2 – Edward House – Edward House Occupiers Only
- Schedule 3 – Albert House – Albert House Occupiers Only
- Schedule 4 – Vincent House – Vincent House Occupiers Only
- Schedule 5 – Nelson House – Nelson House Occupiers Only



## **Management Team**

### **Management Surveyors:**

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

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

Maria Lazenbury  
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ  
Direct Dial: 0121 234 0454  
Mobile: 07884 352576  
Email: [maria.lazenbury@johnsonfellows.co.uk](mailto:maria.lazenbury@johnsonfellows.co.uk)

Maria Lazenbury provides management assistance across the estate.

### **Facilities Manager:**

Robert Scott  
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ  
Direct Dial: 0121 234 0407  
Mobile: 07540 732 602  
Email: [robert.scott@johnsonfellows.co.uk](mailto:robert.scott@johnsonfellows.co.uk)

Robert Scott is responsible for repairs and maintenance on the estate and statutory compliance.

### **Help Desk Manager:**

Charlie Scott  
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ  
Direct Dial: 0121 234 0409  
Mobile: 07763 564705  
Email: [helpdesk@JohnsonFellows.co.uk](mailto:helpdesk@JohnsonFellows.co.uk)

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

### **Service Charge Accountant:**

Kiesha Gregory  
Client Accounts  
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ  
Direct Dial: 0121 234 0405  
Email: [kiesha.gregory@johnsonfellows.co.uk](mailto:kiesha.gregory@johnsonfellows.co.uk)

Kiesha Gregory is the client accountant responsible for this property.

## **Budget Commentary**

*All figures are shown net of VAT*

### **SCHEDULE 1 – Estate Costs**

- **External Repairs & Maintenance** **£19,000.00**

The cost heading allows for reactive repairs to the external communal areas of the estate, such as the car park surface, and the reception hub. For the new year we have also added a sum to replace the main car park entrance gates with a manually operated arrangement.

- **M&E Maintenance** **£11,500.00**

The budget heading is for the M&E contract with MCES for the reception hub. It covers the water heaters, ventilation system, fire alarm, access control system, emergency lighting and fire extinguishers. It also includes a contingency for any repairs. The budget has been maintained at the same level.

- **External Landscaping** **£10,000.00**

The cost heading is the landscaping contract for the estate with Hosta. It includes litter picking, sweeping and vegetation maintenance. The budget has been increased for the new year due to need to increase the frequency of the litter pick.

- **Snow Clearance / Gritting** **£2,500.00**

The budget figure is for the gritting of the estate. A new contract has been put in place with Outco. The cost has been maintained at the same level.

- **Pest Control** **£2,000.00**

The cost heading relates to the pest control contract for the communal areas of the estate that is placed with Hosta. It has been increased for the new year based on last year's expenditure and the inclusion of a contingency sum for ad hoc additional culls.

- **Waste Management** **£18,500.00**

The cost heading covers the waste management collections for the estate. Due to a recent change in the regulations, the base contract has been reduced, but additional charges will be added depending on the collection weight. Overall, the budget has been maintained at the same level.

- **Hygiene Services / Toiletries** **£2,000.00**

The budget heading provides for toilet consumables and sanitary bins within the reception hub. It has been maintained at the same level.



- **Window Cleaning** **£570.00**

The budget covers the cost of the reception window cleaning. The contract is with Parkers Support Service Ltd and has been maintained at the same level.

- **Internal Cleaning** **£7,000.00**

The budget is for the cleaning of the reception hub. The contract is maintained by Parkers Support Services Ltd and allows for attendance 5 days a week. The cost has been maintained at the same level as last year.

- **Water & Sewage Charges** **£1,500.00**

The cost heading represents the water consumption charges for the toilets and showers within the reception hub. It has been maintained at the same level.

- **Electricity** **£3,000.00**

The budget heading is the anticipated cost of the electricity consumption within the reception hub. The budget figure has been maintained at the same level.

- **Security Systems** **£2,000.00**

The budget figure allows for the maintenance and monitoring of the CCTV system, which is currently on an ad hoc basis. It has been reduced based on last year's expenditure, but consideration is being given to setting up a new contract.

- **Security Guarding** **£192,000.00**

The cost heading is the contract for providing 24/7 manned security guarding with ESG. The budget has been increased to allow for an anticipated 4% rise in salary.

- **Professional Fees** **£0.00**

The budget heading previously allowed for a contract procurement fee. JF do not charge procurement fees so this has been removed for the new year.

- **Risk Assessments Audits & Reviews** **£3,000.00**

The cost heading allows for the completion of the landlord's fire risk assessment, health and safety audit and water management assessment in respect of the communal parts and reception hub. The budget has been reduced.

- **Engineering Insurance** **£1,500.00**

The budget heading relates to the provision of engineering insurance for the plant and machinery across the estate. It has been maintained at the same level.



- **Major Repairs Reserve Fund** **£35,000.00**

The budget heading was set up last year. It allowed for essential repairs to the concrete beam within the undercroft car park and associated car park surface repairs to prevent further water ingress. An estimated cost of £115,000 has been received. It was originally proposed that the works be completed in 2025 with the landlord forward funding. The works have not been completed as further investigation and understanding is required by the new landlord. £35,000 was collected in 2025. This will be placed within a reserve fund. The proposal is to collect a further £35,000 within 2026 whilst investigations continue.

- **Site Management Costs** **£4,600.00**

The cost is the Business Rates for the reception hub. The budget has been brought down in line with the actual liability following the completion of a rating appeal.

- **Help Desk** **£4,546.00**

A 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. 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 4.50% over the past 12 months.

- **Audit Fee** **£2,500.00**

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** **£29,521.00**

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 4.50% increase in the past 12 months.

- **Facilities Management** **£6,270.00**

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 4.50% increase in the past 12 months.

**Total**

**Schedule 1** **£358,507.00**

**SCHEDULE 2 – Edward House**

- **External Repairs & Maintenance** **£3,000.00**

The cost heading provides a provision for external repairs to the building structure and allows for the high level gutter clean. It has been maintained at the same level.

- **Internal Repairs & Maintenance** **£3,000.00**

The budget heading is a contingency for any internal repairs required within the communal areas. It has been maintained at the same level.

- **M&E Maintenance** **£14,500.00**

The budget heading is for the M&E contract with MCES for Edward House. It covers the water flushing/testing, fire alarm, emergency lighting and boiler maintenance. The contract cost is circa £9,000 with a contingency for repairs. The budget has been maintained at the same level.

- **Lift Maintenance** **£46,601.50**

The passenger lift to Edward House was replaced during 2025. The total cost of the works was £93,203.08, which was cheaper than the estimate of £120,000. The landlord forward funded the costs. The original intention was for them to be reimbursed over 3 years. Due to the lower costs, they will now be reimbursed over 2 years. £46,601.50 was recovered in 2025. This year's budget represents the final reimbursement.

- **Window Cleaning** **£1,900.00**

The budget covers the cost of the Edward House window cleaning. The contract is with Parkers Support Service Ltd and has been maintained at the same level.

- **Internal Cleaning** **£3,000.00**

The budget figure is the cost of the internal cleaning of the communal areas of Edward House. The contract is maintained by Parkers Support Services Ltd It has been increased in anticipation of the rise in the national minimum wage.

- **Water & Sewage Charges** **£5,000.00**

The cost heading represents the water consumption charges for Edward House. It has been maintained at the same level.

- **Gas Supply** **£15,000.00**

The expenditure estimate is for gas consumption for the landlord's plant. It excludes the demised areas. The budget has been maintained at the same level. The procurement and consultancy charges from last year's budget have been removed.



- **Electricity Supply** **£20,000.00**

The budget figure is for electricity consumption for the communal parts of Edward House. It has been maintained at the same level based on last year's expenditure. The procurement and consultancy charges from last year's budget have been removed.

- **Professional Fees** **£0.00**

The budget heading previously allowed for a contract procurement fee. JF do not charge procurement fees so this has been removed for the new year.

- **Risk Assessments Audits & Reviews** **£2,500.00**

The cost heading is for the completion of the landlord's fire risk assessment, health and safety audit, water management assessment and asbestos review in respect of the communal parts. The budget has been reduced.

- **Major Repairs Reserve Fund** **£15,000.00**

The budget heading is the reserve fund for the refurbishment of the windows to Edward House. An initial estimate of £92,000 was received in 2021. £15,000 was collected in 2021, followed by £19,250 per annum in 2022, 2023, 2024 and 2025. Whilst £92,000 has now been collected, the best approach is still being considered and revised quotes will be required. It is also fully anticipated that the cost of the works will have increased. It is therefore proposed that further monies are added to the reserve fund in the new service charge year.

- **Help Desk** **£1,306.00**

A 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. 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 4.50% over the past 12 months.

- **Management Fee** **£14,108.00**

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 4.50% increase in the past 12 months.

- **Facilities Management** **£3,135.00**

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 4.50% increase in the past 12 months.

**Total**

**Schedule 2** **£148,050.50**

### **SCHEDULE 3 – Albert House**

- **External Repairs & Maintenance** **£3,000.00**

The cost heading provides a provision for external repairs to the building structure and allows for the high level gutter clean. It has been maintained at the same level.

- **Internal Repairs & Maintenance** **£2,500.00**

The budget heading is a contingency for any internal repairs required within the communal areas. It has been increased slightly to allow for some internal re-decoration.

- **M&E Maintenance** **£9,000.00**

The budget heading is for the M&E contract with MCES for Albert House. It covers the water flushing/testing, fire alarm, emergency lighting and boiler maintenance. The contract cost is circa £6,000 with a contingency for repairs. The budget has been maintained at the same level.

- **Lift Maintenance** **£2,500.00**

The cost heading is for the maintenance contract, lift consultancy fee and a £3,000 contingency for repairs. The total costs are split with Vincent House as the lift is shared. There is a proposal to complete a refurbishment of the lift car and mechanism. However, this will be completed using reserve fund monies previously set aside for the boiler replacement. This is no longer deemed necessary following the installation of a new HVAC system through the majority of Albert and Vincent House.

- **Window Cleaning** **£1,900.00**

The budget covers the cost of the Albert House window cleaning. The contract is with Parkers Support Service Ltd and has been maintained at the same level.

- **Internal Cleaning** **£3,500.00**

The budget figure is the cost of the internal cleaning of the communal areas of Albert House. The contract is maintained by Parkers Support Services Ltd It has been maintained at the same level whilst including an allowance for the rise in the national minimum wage. The costs are shared with Vincent House.

- **Hygiene Services & Toiletries** **£850.00**

The cost heading covers the consumables for the communal toilets on 1<sup>st</sup> floor Albert House. The budget figure has been reduced based on last year's expenditure.

- **Water & Sewage Charges** **£2,000.00**

The cost heading represents the water consumption charges for Albert House. It has been maintained at the same level.



- **Gas Supply** **£11,500.00**

The expenditure estimate is for gas consumption for the landlord's plant. It excludes the demised areas. The budget has been maintained at the same level. The procurement and consultancy charges from last year's budget have been removed.

- **Electricity Supply** **£7,500.00**

The budget figure is for electricity consumption for the communal parts of Albert House. It has been maintained at the same level based on last year's expenditure. The procurement and consultancy charges from last year's budget have been removed.

- **Professional Fees** **£0.00**

The budget heading previously allowed for a contract procurement fee. JF do not charge procurement fees so this has been removed for the new year.

- **Risk Assessments Audits & Reviews** **£2,450**

The cost heading is for the completion of the landlord's fire risk assessment, health and safety audit, water management assessment and asbestos review in respect of the communal parts. The budget has been reduced.

- **Major Repairs Reserve Fund** **£28,000.00**

The budget heading is the reserve fund for the refurbishment of the windows to Albert House. £28,500 has been collected over previous years. Following a tender exercise, the revised proposal is to proceed with UPVC replacement windows, rather than refurbishment and redecoration of the existing. This is more cost effective and will provide greater longevity. A quotation of £112,430 plus VAT has been received for Albert House. The landlord will forward fund £83,930 plus VAT, with payback over 3 years. £28,000 in 2026, £28,000 in 2027 and £27,930 in 2028.

- **Help Desk** **£972.00**

A 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. 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 4.50% over the past 12 months.

- **Management Fee** **£7,576.00**

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 4.50% increase in the past 12 months.

- **Facilities Management** **£3,135.00**

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 4.50% increase in the past 12 months.

**Total**

**Schedule 3** **£86,383.00**

***SCHEDULE 4 – Vincent House***

- **External Repairs & Maintenance** **£3,000.00**

The cost heading provides a provision for external repairs to the building structure and allows for the high level gutter clean. It has been maintained at the same level.

- **Internal Repairs & Maintenance** **£2,500.00**

The budget heading is a contingency for any internal repairs required within the communal areas. It has been increased slightly to allow for some internal re-decoration.

- **M&E Maintenance** **£7,000.00**

The budget heading is for the M&E contract with MCES for Vincent House. It covers the water flushing/testing, fire alarm, emergency lighting and boiler maintenance. The contract cost is circa £4,000 with a contingency for repairs. The budget has been maintained at the same level.

- **Lift Maintenance** **£2,500.00**

The cost heading is for the maintenance contract, lift consultancy fee and a £3,000 contingency for repairs. The total costs are split with Albert House as the lift is shared. There is a proposal to complete a refurbishment of the lift car and mechanism. However, this will be completed using reserve fund monies previously set aside for the boiler replacement. This is no longer deemed necessary following the installation of a new HVAC system through the majority of Albert and Vincent House.

- **Window Cleaning** **£1,900.00**

The budget covers the cost of the Vincent House window cleaning. The contract is with Parkers Support Service Ltd and has been maintained at the same level.

- **Internal Cleaning** **£3,500.00**

The budget figure is the cost of the internal cleaning of the communal areas of Vincent House. The contract is maintained by Parkers Support Services Ltd It has been maintained at the same level whilst including an allowance for the rise in the national minimum wage. The costs are shared with Albert House.

- **Hygiene Services & Toiletries** **£850.00**

The cost heading covers the consumables for the communal toilets on 1<sup>st</sup> floor Albert House. The budget figure has been reduced based on last year's expenditure.



- **Water & Sewage Charges** **£4,000.00**

The cost heading represents the water consumption charges for Vincent House. It has been maintained at the same level.

- **Gas Supply** **£6,500.00**

The expenditure estimate is for gas consumption for the landlord's plant. It excludes the demised areas. The budget has been maintained at the same level. The procurement and consultancy charges from last year's budget have been removed.

- **Electricity Supply** **£7,750.00**

The budget figure is for electricity consumption for the communal parts of Vincent House. It has been maintained at the same level based on last year's expenditure. The procurement and consultancy charges from last year's budget have been removed.

- **Professional Fees** **£0.00**

The budget heading previously allowed for a contract procurement fee. JF do not charge procurement fees so this has been removed for the new year.

- **Risk Assessments Audits & Reviews** **£2,325.00**

The cost heading is for the completion of the landlord's fire risk assessment, health and safety audit, water management assessment and asbestos review in respect of the communal parts. The budget has been reduced.

- **Major Repairs Reserve Fund** **£10,000.00**

The budget heading is the reserve fund for the refurbishment of the windows to Vincent House. £17,500 has been collected over previous years. Following a tender exercise, the revised proposal is to proceed with UPVC replacement windows, rather than refurbishment and redecoration of the existing. This is more cost effective and will provide greater longevity. A quotation of £46,620 plus VAT has been received for Vincent House. The landlord will forward fund £29,120 plus VAT, with payback over 3 years. £10,000 in 2026, £10,000 in 2027 and £9,120 in 2028.

- **Help Desk** **£972.00**

A 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. 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 4.50% over the past 12 months.

- **Management Fee** **£7,054.00**

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 4.50% increase in the past 12 months.

- **Facilities Management** **£3,135.00**

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 4.50% increase in the past 12 months.

### **Total**

- Schedule 4** **£62,986.00**

### ***SCHEDULE 5 – Nelson House***

- **External Repairs & Maintenance** **£3,000.00**

The cost heading provides a provision for external repairs to the building structure and allows for the high level gutter clean. It has been maintained at the same level.

- **Internal Repairs & Maintenance** **£2,000.00**

The budget heading is a contingency for any internal repairs and re-decoration required within the communal areas. It has been maintained at the same level.

- **M&E Maintenance** **£10,000.00**

The budget heading is for the M&E contract with MCES for Nelson House. It covers the water flushing/testing, fire alarm, emergency lighting and boiler maintenance. The contract cost is circa £8,700 with a contingency for repairs. The budget has been reduced based on last year's expenditure.

- **Lift Maintenance** **£2,750.00**

The cost heading is for the maintenance contract, lift consultancy fee and a contingency for repairs. It has been maintained at the same level.

- **Window Cleaning** **£1,900.00**

The budget covers the cost of the Nelson House window cleaning. The contract is with Parkers Support Service Ltd and has been maintained at the same level.

- **Internal Cleaning** **£4,750.00**

The budget figure is the cost of the internal cleaning of the communal areas of Nelson House. The contract is maintained by Parkers Support Services Ltd. It has been increased based on last year's expenditure and includes an allowance for the rise in the national minimum wage.



- **Hygiene Services & Toiletries** **£2,500.00**

The cost heading covers the consumables for the communal toilets in Nelson House. The budget figure has been reduced based on last year's expenditure.

- **Water & Sewage Charges** **£2,000.00**

The cost heading represents the water consumption charges for Nelson House. It has been reduced based on last year's expenditure.

- **Gas Supply** **£5,000.00**

The expenditure estimate is for gas consumption for the landlord's plant. It excludes the demised areas. The budget has been reduced based on last year's expenditure. The procurement and consultancy charges from last year's budget have also been removed.

- **Electricity Supply** **£11,500.00**

The budget figure is for electricity consumption for the communal parts of Nelson House. It has been maintained at the same level. The procurement and consultancy charges from last year's budget have been removed.

- **Professional Fees** **£0.00**

The budget heading previously allowed for a contract procurement fee. JF do not charge procurement fees so this has been removed for the new year.

- **Risk Assessments Audits & Reviews** **£1,950.00**

The cost heading is for the completion of the landlord's fire risk assessment, health and safety audit, water management assessment and asbestos review in respect of the communal parts. The budget has been reduced.

- **Major Repairs Reserve Fund** **£2,600.00**

The budget heading is the reserve fund for the redecoration of the windows to Nelson House. An initial estimate of £13,500 was received in 2021. £2,600 per annum was collected in 2022, 2023, 2024 and 2025. The budget allows for further additions to the reserve fund.

- **Help Desk** **£972.00**

A 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. 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 4.50% over the past 12 months.



- **Management Fee** **£7,054.00**

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 4.50% increase in the past 12 months.

- **Facilities Management** **£3,135.00**

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 4.50% increase in the past 12 months.

**Total**

**Schedule 5** **£61,111.00**

**Budget Approval**

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Partner

Dated 30<sup>th</sup> November 2025



## Appendix B

Quay Place, Edward Street, Birmingham B1 2RA

### Service Charge Variance

1st January 2026 to 31st December 2026

The property is VAT registered. Figures shown net of VAT.

Service Charge Item	Schedule	Budget YE 12/2025	Budget YE 12/2026	Budget v Budget Variance %	Budget v Budget Variance £
Management Fee	Schedule 1, Estate	£ 28,250	£ 29,521	4.50%	£ 1,271
S/C Audit Fees	Schedule 1, Estate	£ 2,500	£ 2,500	0.00%	£ -
Facilities Manager	Schedule 1, Estate	£ 6,000	£ 6,270	4.50%	£ 270
Site management site costs	Schedule 1, Estate	£ 7,500	£ 4,600	-38.67%	£ -2,900
Helpdesk	Schedule 1, Estate	£ 4,350	£ 4,546	4.51%	£ 196
Landlords risk assessments, audits & reviews	Schedule 1, Estate	£ 3,440	£ 3,000	-12.79%	£ -440
Professional Fees	Schedule 1, Estate	£ 1,750	£ -	-100.00%	£ -1,750
Security guarding	Schedule 1, Estate	£ 185,000	£ 192,000	3.78%	£ 7,000
Security systems	Schedule 1, Estate	£ 3,000	£ 2,000	-33.33%	£ -1,000
Electricity	Schedule 1, Estate	£ 3,000	£ 3,000	0.00%	£ -
Water and sewage charges	Schedule 1, Estate	£ 1,500	£ 1,500	0.00%	£ -
Internal Cleaning	Schedule 1, Estate	£ 7,000	£ 7,000	0.00%	£ -
Window Cleaning	Schedule 1, Estate	£ 570	£ 570	0.00%	£ -
Hygiene services/toiletries	Schedule 1, Estate	£ 2,000	£ 2,000	0.00%	£ -
Waste Management	Schedule 1, Estate	£ 18,500	£ 18,500	0.00%	£ -
Pest Control	Schedule 1, Estate	£ 1,500	£ 2,000	33.33%	£ 500
External Landscaping	Schedule 1, Estate	£ 6,000	£ 10,000	66.67%	£ 4,000
Snow clearance / Gritting	Schedule 1, Estate	£ 2,520	£ 2,500	N/A	£ -20
M&E Maintenance contract	Schedule 1, Estate	£ 11,500	£ 11,500	0.00%	£ -
External Repairs and maintenance	Schedule 1, Estate	£ 9,000	£ 19,000	111.11%	£ 10,000
Engineering Insurance	Schedule 1, Estate	£ 1,500	£ 1,500	0.00%	£ -
Major Repairs	Schedule 1, Estate	£ 35,000	£ 35,000	0.00%	£ -
<b>Schedule 1 Total</b>		<b>£ 341,380</b>	<b>£ 358,507</b>	<b>5.02%</b>	<b>£ 17,127</b>
Management Fee	Schedule 2, Edward House	£ 13,500	£ 14,108	4.50%	£ 608
Facilities Manager	Schedule 2, Edward House	£ 3,000	£ 3,135	4.50%	£ 135
Helpdesk	Schedule 2, Edward House	£ 1,250	£ 1,306	4.48%	£ 56
Landlords risk assessments, audits & reviews	Schedule 2, Edward House	£ 3,040	£ 2,500	-17.76%	£ -540
Professional Fees	Schedule 2, Edward House	£ 1,100	£ -	-100.00%	£ -1,100
Electricity	Schedule 2, Edward House	£ 20,250	£ 20,000	-1.23%	£ -250
Gas Supply	Schedule 2, Edward House	£ 15,250	£ 15,000	-1.64%	£ -250
Water and sewage charges	Schedule 2, Edward House	£ 8,500	£ 5,000	-41.18%	£ -3,500
Internal Cleaning	Schedule 2, Edward House	£ 2,600	£ 3,000	15.38%	£ 400
Window Cleaning	Schedule 2, Edward House	£ 1,900	£ 1,900	0.00%	£ -
Lift maintenance contract	Schedule 2, Edward House	£ 40,750	£ 46,602	14.36%	£ 5,852
M&E Maintenance contract	Schedule 2, Edward House	£ 14,500	£ 14,500	0.00%	£ -
Internal Repairs & maintenance	Schedule 2, Edward House	£ 3,000	£ 3,000	0.00%	£ -
External Repairs and maintenance	Schedule 2, Edward House	£ 3,000	£ 3,000	0.00%	£ -
Major Repairs	Schedule 2, Edward House	£ 19,250	£ 15,000	-22.08%	£ -4,250
<b>Schedule 2 Total</b>		<b>£ 150,890</b>	<b>£ 148,051</b>	<b>-1.88%</b>	<b>£ 2,840</b>
Management Fee	Schedule 3, Albert House	£ 7,250	£ 7,576	4.50%	£ 326
Facilities Manager	Schedule 3, Albert House	£ 3,000	£ 3,135	4.50%	£ 135
Helpdesk	Schedule 3, Albert House	£ 930	£ 972	4.52%	£ 42
Landlords risk assessments, audits & reviews	Schedule 3, Albert House	£ 3,040	£ 2,450	-19.41%	£ -590
Professional Fees	Schedule 3, Albert House	£ 550	£ -	-100.00%	£ -550
Electricity	Schedule 3, Albert House	£ 7,750	£ 7,500	-3.23%	£ -250
Gas Supply	Schedule 3, Albert House	£ 11,750	£ 11,500	-2.13%	£ -250
Water and sewage charges	Schedule 3, Albert House	£ 2,000	£ 2,000	0.00%	£ -
Internal Cleaning	Schedule 3, Albert House	£ 3,500	£ 3,500	0.00%	£ -
Window Cleaning	Schedule 3, Albert House	£ 1,900	£ 1,900	0.00%	£ -
Hygiene services/toiletries	Schedule 3, Albert House	£ 1,000	£ 850	-15.00%	£ -150
Lift maintenance contract	Schedule 3, Albert House	£ 2,000	£ 2,500	25.00%	£ 500
M&E Maintenance contract	Schedule 3, Albert House	£ 9,000	£ 9,000	0.00%	£ -
Internal Repairs & maintenance	Schedule 3, Albert House	£ 2,000	£ 2,500	25.00%	£ 500
External Repairs and maintenance	Schedule 3, Albert House	£ 3,000	£ 3,000	0.00%	£ -
Major Repairs Reserve Fund	Schedule 3, Albert House	£ 9,250	£ 28,000	202.70%	£ 18,750
<b>Schedule 3 Total</b>		<b>£ 67,920</b>	<b>£ 86,383</b>	<b>27.18%</b>	<b>£ 18,463</b>



JOHNSON FELLOWS

Management Fee	Schedule 4, Vincent House	£ 6,750	£ 7,054	4.50%	£ 304
Facilities Manager	Schedule 4, Vincent House	£ 3,000	£ 3,135	4.50%	£ 135
Helpdesk	Schedule 4, Vincent House	£ 930	£ 972	4.52%	£ 42
Landlords risk assessments, audits & reviews	Schedule 4, Vincent House	£ 3,040	£ 2,325	-23.52%	-£ 715
Professional Fees	Schedule 4, Vincent House	£ 550	£ -	-100.00%	-£ 550
Electricity	Schedule 4, Vincent House	£ 7,750	£ 7,750	0.00%	£ -
Gas Supply	Schedule 4, Vincent House	£ 6,750	£ 6,500	-3.70%	-£ 250
Water and sewage charges	Schedule 4, Vincent House	£ 4,000	£ 4,000	0.00%	£ -
Internal Cleaning	Schedule 4, Vincent House	£ 3,500	£ 3,500	0.00%	£ -
Window Cleaning	Schedule 4, Vincent House	£ 1,900	£ 1,900	0.00%	£ -
Hygiene services/toiletries	Schedule 4, Vincent House	£ 1,000	£ 850	-15.00%	-£ 150
Lift maintenance contract	Schedule 4, Vincent House	£ 2,000	£ 2,500	25.00%	£ 500
M&E Maintenance contract	Schedule 4, Vincent House	£ 7,000	£ 7,000	0.00%	£ -
Internal Repairs & maintenance	Schedule 4, Vincent House	£ 2,000	£ 2,500	25.00%	£ 500
External Repairs and maintenance	Schedule 4, Vincent House	£ 3,000	£ 3,000	0.00%	£ -
Major Repairs Reserve Fund	Schedule 4, Vincent House	£ 5,750	£ 10,000	73.91%	£ 4,250
	<b>Schedule 4 Total</b>	<b>£ 58,920</b>	<b>£ 62,986</b>	<b>6.90%</b>	<b>£ 4,066</b>
Management Fee	Schedule 5, Nelson House	£ 6,750	£ 7,054	4.50%	£ 304
Facilities Manager	Schedule 5, Nelson House	£ 3,000	£ 3,135	4.50%	£ 135
Helpdesk	Schedule 5, Nelson House	£ 930	£ 972	4.52%	£ 42
Landlords risk assessments, audits & reviews	Schedule 5, Nelson House	£ 3,040	£ 1,950	-35.86%	-£ 1,090
Professional Fees	Schedule 5, Nelson House	£ 550	£ -	-100.00%	-£ 550
Electricity	Schedule 5, Nelson House	£ 11,750	£ 11,500	-2.13%	-£ 250
Gas Supply	Schedule 5, Nelson House	£ 5,750	£ 5,000	-13.04%	-£ 750
Water and sewage charges	Schedule 5, Nelson House	£ 2,600	£ 2,000	-23.08%	-£ 600
Internal Cleaning	Schedule 5, Nelson House	£ 4,000	£ 4,750	18.75%	£ 750
Window Cleaning	Schedule 5, Nelson House	£ 1,900	£ 1,900	0.00%	£ -
Hygiene services/toiletries	Schedule 5, Nelson House	£ 2,700	£ 2,500	-7.41%	-£ 200
Lift maintenance contract	Schedule 5, Nelson House	£ 2,750	£ 2,750	0.00%	£ -
M&E Maintenance contract	Schedule 5, Nelson House	£ 11,000	£ 10,000	-9.09%	-£ 1,000
Internal Repairs & maintenance	Schedule 5, Nelson House	£ 2,000	£ 2,000	0.00%	£ -
External Repairs and maintenance	Schedule 5, Nelson House	£ 3,000	£ 3,000	0.00%	£ -
Major Repairs	Schedule 5, Nelson House	£ 2,600	£ 2,600	0.00%	£ -
	<b>Schedule 5 Total</b>	<b>£ 64,320</b>	<b>£ 61,111</b>	<b>-4.99%</b>	<b>-£ 3,209</b>
	<b>Grand Total</b>	<b>£ 683,430</b>	<b>£ 717,038</b>	<b>4.92%</b>	<b>£ 33,608</b>