



ANCELLS PARK MANAGEMENT COMPANY COMMON AREAS, FLEET

ANCELLS PARK MANAGEMENT COMPANY LTD
SERVICE CHARGE BUDGET

01-AUGUST-2023 TO 31-JULY-2024

SERVICE CHARGE BUDGET

Introduction

This style of service charge report has been implemented in accordance with Hurst Warne's aim to provide documentation in accordance with the industry recognised **RICS Code of Practice - Service Charges in Commercial Property (Current Edition)**. The report is intended to provide clear and concise information on the service charge budget.

Further details on the RICS Code of Practice are available at www.rics.org. As managing agents, we are committed to providing a high-quality management service. Our aim is to provide a safe, clean, and attractive environment, from which your business can operate.

Accounting Principles

The budget is prepared on an accruals basis.

Apportionments

Service charge costs are apportioned with reference to the Title documentation.

A full apportionment matrix detailing the total apportionment per schedule for each unit is included within this booklet.

Should you have any query with regards to the apportionment applicable to your property, please contact Hurst Warne so that the matter can be dealt with as soon as possible.

Sinking Funds & Reserve Funds

Where applicable a Sinking / Reserve Fund will be maintained and audited as part of the year-end reconciliation report. Funds will be held in a separate account. Bank interest earned on these funds will accrue to the account.

Service Delivery

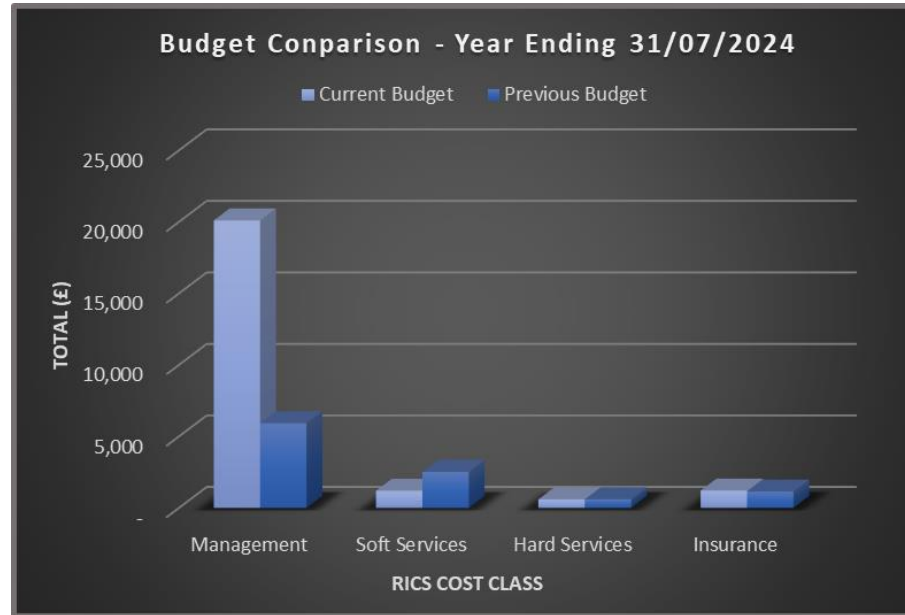
In delivering this service we aim to:

- Adopt a fair and reasonable approach to the allocation of costs against individual premises.
- Search out cost reductions by regular competitive tendering wherever possible.
- To ensure that the standard of services provided are monitored, and the quality and cost of the services provided are regularly reviewed, to deliver value for money.
- To ensure compliance with current legislation affecting the use and management of the property with particular reference to health and safety compliance.
- Administer the service charge in accordance with client instructions and in the reasonable interest of the majority of owners.
- To complete and issue reconciled year end accounts, externally audited, if necessary, with details of any balancing charges / credits due within 4 months of the year end.
- To respond to queries in a timely and appropriate fashion.

SERVICE CHARGE BUDGET COMMENTARY

Executive Summary

All aspects of the budget have been analysed and the following pages provide an explanation of the charges. The total budget for the year ending 31-July-2024 is £23,110.00, an increase of 126.97% against the 2022/23 service charge. **NOTE: all figures are inclusive of VAT.**



	Management	Soft Services	Hard Services	Insurance	Total
Current Budget	£ 20,100.00	£ 1,200.00	£ 600.00	£ 1,210.00	£ 23,110.00
Previous Budget	£ 5,922.00	£ 2,520.00	£ 600.00	£ 1,140.00	£ 10,182.00

Management

Management Fees

2023/24 - £5,616.00	2022/23 - £4,680.00
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Annual fee for managing those areas of the estate that fall under the control of the Management Company, covering scheduled and reactive visits, coordinating planned and reactive work, and liaising with contractors. In addition, the fee covers the provision of the client accounting services, with responsibility for the administration of the service charge and undertaking the company secretarial role.

Independent Accounting Fees

2023/24 - £444.00	2022/23 - £402.0
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Allowance for the year end accounts to be independently audited.

Company Fees

2023/24 - £24.00	2022/23 - £24.00
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Cost for filing the Company's annual return to Companies House.

Staff Costs - FM Support

2023/24 - £696.00	2022/23 - £696.00
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Involvement of Hurst Warne's facilities management team which includes the control of health and safety, ensuring statutory compliance, contractor procurement and service charge budget forecasting & planning.

Health, Safety & Environmental - Compliance

2023/24 - £120.00	2022/23 - £120.00
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Allowance to host the site on the health & safety platform to monitor compliance issues.

Legal Fees

2023/24 - £13,200.00	2022/23 - £0.00
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Allowance to cover estimated legal fees in transferring the common parts of the estate back to the control of the local authority.

Soft Services

Cleaning & Environmental - Gritting

2023/24 - £600.00	2022/23 - £1,800.00
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Allowance to grit the Estate walkways. The figure is based on reactive attendance between November and March depending on forecasted weather conditions.

Cleaning & Environmental – External Landscaping

2023/24 - £360.00	2022/23 - £480.00
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Planned and reactive visits to maintain the pathways and the landscaped areas between the roads and the boundaries of the freehold properties.

Signage – Signage Update

2023/24 - £240.00	2022/23 - £240.00
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Sum to cover amendments required to the Estate signage.

Hard Services

Fabric Repairs & Maintenance – External Pathway Repairs

2023/24 - £600.00	2022/23 - £600.00
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Contingency sum to allow for repairs to the pathways around the Estate.

Insurance

Property Owners / Public Liability Insurance

2023/24 - £570.00	2022/23 - £500.00
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Premium for public liability cover for the common parts of the Estate owned by the Management Company.

Directors & Officers Insurance

2023/24 - £640.00	2022/23 - £640.00
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Premium charges for Directors & Officers Insurance to safeguard the Directors of the Management Company whilst undertaking their duties.

Budget

(NOTE: All figures inclusive of VAT)

Code	Category	Description	Current	Sch 1	Previous	Variance	%
			Year End 31-Jul-24	All Units	Year End 31-Jul-23		
Management							
1011	Fees	Management Fees	£ 5,616.00	£ 5,616.00	£ 4,680.00	£ 936.00	20.00%
1023	Audit Fees	Independent Accounting Fees	£ 444.00	£ 444.00	£ 402.00	£ 42.00	10.45%
1024	Site Management Resources	Staff Costs - Facilities Manager	£ 696.00	£ 696.00	£ 696.00	£ -	0.00%
1041	Health Safety & Environmental	Compliance	£ 120.00	£ 120.00	£ 120.00	£ -	0.00%
1071	Fees	Legal Fees	£ 13,200.00	£ 13,200.00	£ -	£ 13,200.00	N/A
1051	Company Fees	Filing Fees	£ 24.00	£ 24.00	£ 24.00	£ -	0.00%
			£ 20,100.00	£ 20,100.00	£ 5,922.00	£ 14,178.00	239.41%
Soft Services							
3020	Cleaning & Environmental	Gritting	£ 600.00	£ 600.00	£ 1,800.00	-£ 1,200.00	-66.67%
3029	Cleaning & Environmental	External landscaping	£ 360.00	£ 360.00	£ 480.00	-£ 120.00	-25.00%
3032	Signage	Signage Updates	£ 240.00	£ 240.00	£ 240.00	£ -	0.00%
			£ 1,200.00	£ 1,200.00	£ 2,520.00	-£ 1,320.00	-52.38%
Hard Services							
4042	Fabric repairs and maintenance	External Pathway Repairs	£ 600.00	£ 600.00	£ 600.00	£ -	0.00%
			£ 600.00	£ 600.00	£ 600.00	£ -	0.00%
Insurance							
6023	Insurance	Property Owners Liability	£ 570.00	£ 570.00	£ 500.00	£ 70.00	14.00%
6032	Insurance	Directors & Officers	£ 640.00	£ 640.00	£ 640.00	£ -	0.00%
			£ 1,210.00	£ 1,210.00	£ 1,140.00	£ 70.00	6.14%
GRAND TOTAL			£ 23,110.00	£ 23,110.00	£ 10,182.00	£ 12,928.00	126.97%

Apportionment Matrix

Ancells Park Management Company Limited Ancells Park Man Co Common Areas Service Charge Apportionment Schedule Year End 31 July 2024					
Unit	Schedule 1	Schedule 1 - Cost	Total Cost	2022/23 Charge	Variance
Rye Logistics Park	22.35%	£ 5,165.09	£ 5,165.09	£ 2,275.68	£ 2,889.41
Sentinel House	11.65%	£ 2,692.32	£ 2,692.32	£ 1,186.20	£ 1,506.12
Rusint House	10.10%	£ 2,334.11	£ 2,334.11	£ 1,028.38	£ 1,305.73
Automation House	9.00%	£ 2,079.90	£ 2,079.90	£ 916.38	£ 1,163.52
Linea House	9.00%	£ 2,079.90	£ 2,079.90	£ 916.38	£ 1,163.52
Oak House	7.85%	£ 1,814.14	£ 1,814.14	£ 799.29	£ 1,014.85
Integration House	6.30%	£ 1,455.93	£ 1,455.93	£ 641.47	£ 814.46
Fleet 27	5.20%	£ 1,201.72	£ 1,201.72	£ 529.46	£ 672.26
Ancells Court	5.20%	£ 1,201.72	£ 1,201.72	£ 529.46	£ 672.26
Ancells House	3.10%	£ 716.41	£ 716.41	£ 315.64	£ 400.77
Beech House	1.45%	£ 335.10	£ 335.10	£ 147.64	£ 187.46
Cedar House	1.45%	£ 335.10	£ 335.10	£ 147.64	£ 187.46
Zenith House	7.35%	£ 1,698.59	£ 1,698.59	£ 748.78	£ 949.81
Totals	100.00%		£ 23,110.00	£ 10,182.00	

Management Contacts

<p>Name: Mark Haldane Title: Director Tel: 01252 813195 Email: mark.haldane@hurstwarne.co.uk</p>	<p>Overall responsibility for Property Management Services at Hurst Warne Commercial Property Management Ltd. Responsible for the management of the property and principal point of contact of contact for queries on covenants, service charge budget & apportionment and property transfers.</p>
<p>Name: Matt Fradgley Title: Facilities Manager Tel: 01252 813196 Email: matt.fradgley@hurstwarne.co.uk</p>	<p>Responsible for Facilities Management and Health issues. First point of contact for all operational issues on site, as detailed in the Service Charge Budget.</p>
<p>Name: Chris Vines (Mrs) Title: Head of Client Accounts Tel: 01252 813187 Email: chris.vines@hurstwarne.co.uk</p>	<p>Responsible for the delivery of the service charge accounting service for the Estate.</p>
<p>Name: Lydia Brambley Title: Credit Controller Tel: 01252 813188 Email: lydia.brambley@hurstwarne.co.uk</p>	<p>First point of contact for copy demands, payments and arrears enquiries.</p>
<p>Out of Hours Emergency Helpdesk Tel: 01483 695882</p>	<p>Should you need to report any urgent issues outside of normal office hours, please contact the helpdesk. <i>(Please note that if you use this service for non-emergency estate issues you may be recharged for any costs incurred.)</i></p>

Leatherhead

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Redhill

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Farnborough

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Woking

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Fleet (Property Management)

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Our Farnborough, Woking, Guildford, Leatherhead, & Redhill regional offices cover Kent, Surrey, Hampshire, Berkshire & the South West M25



hurstwarne.co.uk