

Service Charge Budget

In Respect Of

**20 Old Bailey
London
EC4M 7EN**

For the Period

**1st January 2021 to 31st
December 2021**

The logo for Helix. is displayed in white text on a dark green triangular background. The text "Helix." is in a bold, sans-serif font, with a period at the end. The background is a dark green triangle that points towards the bottom right corner of the page. Below the dark green triangle is a light brown triangle that also points towards the bottom right corner, creating a layered effect.



Property Management Contacts

Surveyor

Abigail van der Berg
Director
Direct Dial: (020) 7317 4689
Mobile: (07393) 231 498
Email: avdb@helixproperty.co.uk

Is your main point of contact for queries relating to your lease, service charge apportionments and general management issues.

Facilities Manager

Dawn Thompson
Head of Facilities Management
Direct Dial: (07585) 325 054
Email: dt@helixproperty.co.uk

Is your contact for any issues with the services provided and has responsibility for the day to day facilities management of the property.

Accountant

Matt Gifford
Direct Dial: (020) 7290 5304
Email: mrg@helixproperty.co.uk

Is your contact for copy demands, payment and arrears enquiries.

This is the team responsible for the management of the property on behalf of our client and they will endeavour to deal with your queries as promptly as possible. If at any time you have serious concerns with the response or service you have received from our team please do not hesitate to contact:

Director

Rick Slater
Head of Property Management
Email: res@helixproperty.co.uk

Helix Property Advisors
Suite 6, Audley House
9 North Audley Street
London W1K 6ZD

Service Charge Objectives

Helix.

- To adopt and operate under the RICS Code of Practice for Service Charges in Commercial Property. Details of the most recent edition are available at www.rics.org.
- As part of our standard procedures, a balance sheet reconciliation is prepared for all service charges to agree the year end cash and debtor position.
- To encourage good working relationships and co-operation between owners and their agents with occupiers through regular consultation and communication.
- To ensure that the respective obligations of landlord and tenant are discharged and that services are provided in an efficient and economic manner in accordance with the provisions of the occupational leases.
- To ensure that the standard of services provided are monitored, that the quality and cost of the services provided are regularly reviewed and to deliver value for money.
- Annual reconciliations will be prepared with details of any balancing charges / credits due. Our target is to complete and issue year end accounts within 4 months of the year end.
- To prepare the service charge budget reflecting the requirements of both landlord and tenant and as far as possible approved in consultation with both parties and issued prior to the commencement of the service charge year.
- Where a Sinking Fund exists, the funds will be held separately in an interest bearing bank account. All expenditure from the Sinking Fund will be recorded in the service charge accounts. Interest on these Funds will be identified separately.
- To recover on behalf of the Landlord any of the costs and charges properly incurred in the provision of the services to the property.
- To ensure compliance with current legislation affecting the use and management of the property with particular reference to health & safety compliance.

Service Charge Summary



Executive Summary

- All aspects of the service charge budget have been reviewed and the following pages explain the details more fully.
- The budget for the period 1st January 2021 to 31st December 2021 reflects a 3 % increase over the previous year end budget.

Major Variances

- This budget has been set and compared against last year's budget figures. Costs have varied due to various circumstances and further information on this is set out in the notes page at the end of this budget pack.
- The main reasons for the budget increase this year are as follows:
 - Office Costs: running of the site management office which includes stationery, IT equipment, telephones and furniture.
 - Post Room and Mail Distribution: operational costs in staffing, servicing and maintaining the common mailroom facilities provided by the Landlord.
 - Water Charges: water supply to the central plant, common parts and on-site management accommodation excluding occupier direct consumption.

Apportionments & Empty Units

- The service charge budget is operated under one Schedule and the percentage contribution for each unit is calculated on the net internal area.
- The Landlord meets the costs of service charge associated with any void units.

Budget Prepared By

- Abigail van der Berg Date: 28th January 2021

Budget Approved By

- Rick Slater Date: 28th January 2021

Service Charge Budget

Property Name:	20 Old Bailey
Property Address:	London
Property Reference:	0

Total Floor Area (Sq.Ft.):	233,968
VAT elected:	Yes

VAT	0
-----	---

CODE	ITEM	PREVIOUS BUDGET		CURRENT BUDGET				Schedule 1
		Year Ending 31/12/2020	Rate per sq.ft.	Year Ending 31/12/2021	Rate per sq.ft.	Variance		Whole Building
		£	£	£	£	£	%	£
MANAGEMENT AND HEALTH & SAFETY								
80	Management Fees	£175,000.00	£0.75	£175,000.00	£0.75	£0.00	0.00%	£175,000.00
200	Building Manager	£247,863.00	£1.06	£218,960.00	£0.94	-£28,903.00	-11.66%	£218,960.00
215	Stationery	£35,094.00	£0.15	£6,050.00	£0.03	-£29,044.00	-82.76%	£6,050.00
210	Facilities Manager	£0.00	£0.00	£23,600.00	£0.10	£23,600.00	100.00%	£23,600.00
211	Premises & Building	£244,497.00	£1.05	£269,807.00	£1.15	£25,310.00	10.35%	£269,807.00
218	Help Desk / Call Centre	£4,000.00	£0.02	£5,582.00	£0.02	£1,582.00	39.55%	£5,582.00
230	Telephones	£0.00	£0.00	£8,131.00	£0.03	£8,131.00	100.00%	£8,131.00
232	TV Licence	£0.00	£0.00	£180.00	£0.00	£180.00	100.00%	£180.00
79	Audit Fees	£4,059.00	£0.02	£4,059.00	£0.02	£0.00	0.00%	£4,059.00
171	Rates - General	£36,800.00	£0.16	£37,800.00	£0.16	£1,000.00	2.72%	£37,800.00
125	Health & Safety	£22,194.00	£0.09	£30,750.00	£0.13	£8,556.00	38.55%	£30,750.00
86	Fire Precautions	£58,295.00	£0.25	£48,500.00	£0.21	-£9,795.00	-16.80%	£48,500.00
UTILITIES								
100	Gas	£3,388.00	£0.01	£3,390.00	£0.01	£2.00	0.06%	£3,390.00
70	Electricity	£207,000.00	£0.88	£207,000.00	£0.88	£0.00	0.00%	£207,000.00
172	Rates - Water	£52,000.00	£0.22	£52,000.00	£0.22	£0.00	0.00%	£52,000.00

Service Charge Budget

Property Name:	20 Old Bailey
Property Address:	London
Property Reference:	0

Total Floor Area (Sq.Ft.):	233,968
VAT elected:	Yes

VAT	0
-----	---

CODE	ITEM	PREVIOUS BUDGET		CURRENT BUDGET				Schedule 1
		Year Ending 31/12/2020	Rate per sq.ft.	Year Ending 31/12/2021	Rate per sq.ft.	Variance		Whole Building
		£	£	£	£	£	%	£
M&E REPAIRS & MAINTENANCE								
35	M&E Maintenance & Repairs	£504,376.00	£2.16	£510,520.00	£2.18	£6,144.00	1.22%	£510,520.00
LIFTS & ESCALATORS								
140	Lift Maintenance	£40,000.00	£0.17	£40,000.00	£0.17	£0.00	0.00%	£40,000.00
CLEANING								
50	Cleaning - General	£364,928.00	£1.56	£394,400.00	£1.69	£29,472.00	8.08%	£394,400.00
138	Hygiene Supplies	£81,200.00	£0.35	£82,000.00	£0.35	£800.00	0.99%	£82,000.00
53	Cleaning - Windows	£36,495.00	£0.16	£28,100.00	£0.12	-£8,395.00	-23.00%	£28,100.00
179	Refuse Disposal	£54,000.00	£0.23	£54,500.00	£0.23	£500.00	0.93%	£54,500.00
SECURITY								
195	Security Precautions	£32,924.00	£0.14	£36,950.00	£0.16	£4,026.00	12.23%	£36,950.00
198	Manned Security	£721,855.00	£3.09	£797,200.00	£3.41	£75,345.00	10.44%	£797,200.00
GENERAL								
180	Internal Repairs & Decorations	£32,000.00	£0.14	£18,000.00	£0.08	-£14,000.00	-43.75%	£18,000.00
181	External Repairs & Decorations	£11,500.00	£0.05	£9,250.00	£0.04	-£2,250.00	-19.57%	£9,250.00
160	Pest Control	£8,500.00	£0.04	£11,900.00	£0.05	£3,400.00	40.00%	£11,900.00
186	Signage	£4,000.00	£0.02	£2,000.00	£0.01	-£2,000.00	-50.00%	£2,000.00
78	Professional Fees	£11,315.00	£0.05	£12,200.00	£0.05	£885.00	7.82%	£12,200.00

Service Charge Budget

Property Name:	20 Old Bailey
Property Address:	London
Property Reference:	0

Total Floor Area (Sq.Ft.):	233,968
VAT elected:	Yes

VAT	0
-----	---

CODE	ITEM	PREVIOUS BUDGET		CURRENT BUDGET				Schedule 1
		Year Ending 31/12/2020	Rate per sq.ft.	Year Ending 31/12/2021	Rate per sq.ft.	Variance		Whole Building
		£	£	£	£	£	%	£
97	Landscaping / Floral Displays	£13,750.00	£0.06	£15,000.00	£0.06	£1,250.00	9.09%	£15,000.00
330	Internal - Specific Works	£20,000.00	£0.09	£15,000.00	£0.06	-£5,000.00	-25.00%	£15,000.00
TOTAL BUDGET		£3,027,033.00		£3,117,829.00		£90,796.00	3.00%	£3,117,829.00

Service Charge Apportionments

Property Name: 20 Old Bailey

Property Address: London

Property Reference: 0

Total Floor Area (Sq.Ft.): 233,968

VAT elected: Yes

Apportionments

Unit ref	Unit	Tenant	Floor Area	Schedule 1	Schedule 1	Total p.a	Total p/qtr
				%	£	£	£
T221170	Floor 9	Barings Investment Services Limited	13,600	5.81%	£181,233.16	£181,233.16	£45,308.29
T221160	Floor 8	Barings Investment Services Limited	17,661	7.55%	£235,349.32	£235,349.32	£58,837.33
T2211150	Floor 7	Barings Investment Services Limited	24,601	10.51%	£327,830.37	£327,830.37	£81,957.59
T221140	Floor 6	Barings Investment Services Limited	24,955	10.67%	£332,547.64	£332,547.64	£83,136.91
T221130	Floor 5	Barings Investment Services Limited	25,409	10.86%	£338,596.23	£338,596.23	£84,649.06

T221120	Floor 4	Withers LLP	25,405	10.86%	£338,543.23	£338,543.23	£84,635.81
T221070	Floor 3	Withers LLP	25,306	10.82%	£337,224.38	£337,224.38	£84,306.10
T221100	Floor 2	Metro Bank Plc	26,102	11.16%	£347,831.24	£347,831.24	£86,957.81
T221090	Floor 1	Metro Bank Plc	21,526	9.20%	£286,852.74	£286,852.74	£71,713.18
T221080	Part Ground (South)	Metro Bank Plc	9,217	3.94%	£122,823.76	£122,823.76	£30,705.94
T221070	Part Ground (North)	Withers LLP	5,365	2.29%	£71,491.82	£71,491.82	£17,872.95
T221041	Part Lower Ground (North)	Metro Bank Plc	7,479	3.20%	£99,664.52	£99,664.52	£24,916.13
T221050	Part Lower Ground	Barings Investment Services Limited	7,342	3.14%	£97,837.47	£97,837.47	£24,459.37
			233,968	100.00%	£3,117,825.88	£3,117,825.88	£779,456.47

Notes

CODE	ITEM	Schedule 1 Whole Building £
MANAGEMENT AND HEALTH & SAFETY		
80	Management Fees	
	Management fee, as agreed with the Landlord, by the way of the Property Management Agreement.	£175,000.00
		<u>£175,000.00</u>
200	Building Manager	
	The provision for on site-based management staff: 1 x Building Manager, 1 x Technical Services Manager, 1 x Customer Service Manager;	£190,400.00
	15% Administration fee for on-site staff costs as per the PMA.	£28,560.00
		<u>£218,960.00</u>
215	Stationery	
	Stationery for on site management and including welfare supplies;	£5,000.00
	ID Card Printer Supplies;	£350.00
	Umbrella bags for the reception area.	£700.00
		<u>£6,050.00</u>
210	Facilities Manager	
	The cost of a Facilities Manager to provide senior support functions on behalf of the managing agent.	£23,600.00
		<u>£23,600.00</u>
211	Premises & Building	
	The provision of the reception service provided by outsourced contractors;	£235,300.00
	Locale provision of the portal for the building;	£8,000.00
	IT Software Licensing;	£6,000.00
	Createmaster - online O&M service;	£3,000.00
	IT support from Onsite Technologies;	£12,767.00
	Recharge costs of computer licenses etc and other systems;	£2,240.00
	Mass communication service (xMatters).	£2,500.00
		<u>£269,807.00</u>
218	Help Desk / Call Centre	
	The 24-hour helpdesk facility provided to allow all repairs, maintenance and associated issues to be reported and dealt with promptly and efficiently;	£4,532.00
	Meridian Compliance Management System.	£1,050.00
		<u>£5,582.00</u>
230	Telephones	
	Telephony services (line rental, broadband and web hosting);	£5,631.00
	Phone bills (forecasting based on the usage within previous years).	£2,500.00
		<u>£8,131.00</u>
232	TV Licence	
	TV licence for the TVs in the B-3 shower areas, MBT office and Team Twenty welfare room.	£180.00

Notes

CODE	ITEM	Schedule 1 Whole Building £
		<u>£180.00</u>
79	Audit Fees	
	S/C certification fees - accountant certification fees for preparation of year-end service charge statement and reconciliation - the fee payable to external auditors for auditing the annual SC in line with RICS Code of Practice for Service Charges in Commercial Properties.	£4,059.00
		<u>£4,059.00</u>
171	Rates - General	
	Building Management Office Rates;	£3,100.00
	Engineering Offices Rates;	£3,200.00
	Security Control Room Rates;	£3,100.00
	Team Twenty Welfare Room Rates;	£3,100.00
	Showers and Locker / Drying Room Rates.	£25,300.00
		<u>£37,800.00</u>
125	Health & Safety	
	Carbonxgen procurement and invoice validation service;	£7,500.00
	Fee for Health & Safety Risk Assessment (£1,900) & Fire Risk Assessment (£4,050);	£5,950.00
	The Provision for H&S associated services, including administration fee;	£8,450.00
	Workplace Environmental Assessments (Water hygiene £4,200, air quality £1,350);	£5,550.00
	Working at Height Risk Assessment renewal.	£3,300.00
		<u>£30,750.00</u>
86	Fire Precautions	
	Sprinkler systems and dry risers;	£12,500.00
	Fire alarm & PAVA;	£12,000.00
	Smoke extract systems (COLT £1,725), smoke curtains (Coopers Fire £3,700), fire dampers (Advanced Air £11,382), fire doors (M&E contractor £4,800);	£22,000.00
	Life safety emergency generator.	£2,000.00
		<u>£48,500.00</u>
UTILITIES		
100	Gas	
	Gas costs for the provision of gas to service communal space heating and hot water boilers. Charges attributed to the demised areas are recovered and credited;	£3,390.00
	£48,928 (gas costs) - £45,538 (gas costs recovered through apportioned charging to tenants) = £3,390.	
		<u>£3,390.00</u>

Notes

CODE	ITEM	Schedule 1 Whole Building £
70	Electricity	
	Whole provision of 2 x 11kVA incoming mains supplies to serve all areas of the building. Charges attributed to the demised areas will be recovered through on-account credits. The balance is apportioned across all occupiers; £717,092 (electricity supply) - £510,592 (electricity costs recovered from the occupiers through on-account charging) = £206,500;	£206,500.00
	Diesel for emergency life safety power generator.	£500.00
		<u>£207,000.00</u>
172	Rates - Water	
	Castle Water supply charges and Thames Water sewerage charges.	£52,000.00
		<u>£52,000.00</u>
M&E REPAIRS & MAINTENANCE		
35	M&E Maintenance & Repairs	
	Maintenance of all M&E plant and equipment;	£260,125.00
	Tools and equipment, to include calibration and uniforms;	£2,850.00
	Consumables - routine replaceable items for site plant and machinery;	£30,000.00
	Sub-contractor costs for specialist services;	£166,345.00
	Repairs to general M&E equipment and plant;	£20,000.00
	Critical spares provision;	£6,500.00
	Repairs to Life Safety Systems;	£10,700.00
	Repairs to Internal Fire Doors;	£12,000.00
	Building Engines - for monitoring of service provider delivery to site.	£2,000.00
		<u>£510,520.00</u>
LIFTS & ESCALATORS		
140	Lift Maintenance	
	Schindler - planned maintenance works to lifts in the common parts and on-site management accommodation, including contractor's H&S compliance;	£25,000.00
	Provision for ad-hoc and non-contract repairs.	£15,000.00
		<u>£40,000.00</u>
CLEANING		
50	Cleaning - General	
	Cleaning of internal common parts and on-site management accommodation (based on January 2020 service level costs). This service is currently being tendered. Exact costs may differ once the contract is finalised. Includes laundry operative costs);	£382,000.00
	Periodic jet washing of hard surfaces including loading bay ramp.	£900.00
	Provision for specialist to clean all brassworks;	£10,000.00
	Provision for monthly exchange of entrance barrier mats.	£1,500.00
		<u>£394,400.00</u>

Notes

CODE	ITEM	Schedule 1 Whole Building £
138	Hygiene Supplies	
	Sani-bins and air fresheners to all communal toilet areas;	£17,500.00
	Provision of consumable products including toilet roll and hand towel;	£62,000.00
	Laundry equipment service agreement.	£2,500.00
		<u>£82,000.00</u>
53	Cleaning - Windows	
	Weekly and monthly reception window cleaning;	£6,900.00
	6-monthly external window clean via rope access;	£11,000.00
	6-monthly external window clean from balconies;	£1,000.00
	6-monthly atrium clean using specialist access equipment.	£9,200.00
		<u>£28,100.00</u>
179	Refuse Disposal	
	Provision of waste collection containers and removal of the same, including DMR compactor, cardboard bailer and specialist services (WEEE, used batteries, food waste and coffee grinds);	£53,500.00
	Provision for ad-hoc collections/skips.	£1,000.00
		<u>£54,500.00</u>
SECURITY		
195	Security Precautions	
	Site radios, licenses and antenna equipment;	£8,417.00
	Access control system and CCTV (£21,500) and speedlane servicing (£1,763.41);	£22,133.00
	MyTag key management (£1,200) and system (£1,200);	£2,400.00
	MyTag postroom Management System.	£4,000.00
		<u>£36,950.00</u>
198	Manned Security	
	Security guarding contract costs for 24/7 cover (1 x manager, 3 x shift supervisors & guard team) - the contract is in the process of being retendered);	£749,000.00
	Post Room operative (provided through the security guarding contract) - costs based on the previous contract as service will be re-tendered.	£48,200.00
		<u>£797,200.00</u>
GENERAL		
180	Internal Repairs & Decorations	
	Allowance for internal ad-hoc repairs to common parts of the building;	£10,000.00
	Repairs to internal parts.	£8,000.00
		<u>£18,000.00</u>
181	External Repairs & Decorations	
	Allowance for repairs to damage caused to the exterior of the property, including the loading bay;	£7,500.00
	Winter gritting and reactive snow clearance provided by Gritit.	£1,750.00
		<u>£9,250.00</u>

Notes

		Schedule 1
CODE	ITEM	Whole Building
		£
160	Pest Control	
	Vermin and fly pest control service, sourced through cleaning contract;	£4,500.00
	Provision of hawking service to prevent seagull nesting on the roof (March to August).	£7,400.00
		£11,900.00
186	Signage	
	Allowance for ad-hoc signage.	£2,000.00
		£2,000.00
78	Professional Fees	
	MyTAG trusted proof of compliance system (£2,000) and MyTAG Academy service (£1,200);	£3,200.00
	Provided by D2E as specialists in vertical transport consultant:	£4,000.00
	M&E Inspections and consultancy - auditing quality of maintenance works, condition of M&E plant and H&S compliance - provisional costs.	£5,000.00
		£12,200.00
97	Landscaping / Floral Displays	
	Provision of flower arrangements on both reception desks. This service has previously been sourced through the reception contract but may be split out to a new supplier for 2021;	£9,000.00
	Weed Control on the main roof;	£1,000.00
	Christmas Decorations to reception.	£5,000.00
		£15,000.00
330	Internal - Specific Works	
	Redecoration works to Core 2 stairwell.	£15,000.00
		£15,000.00