

Service Charge Budget Estimate | Summary

Estate **Leybourne Grange**
Period 01 01 2026 - 31 12 2026
Version Draft

Figures are based on estimated costs at the beginning of the year. Subject to change
VAT included where relevant
RPI / EARN01 at time of budget:
4.7%

Expenditure Heading	Last Year Budget	New Year Budget	Variance		What is this for?	Notes on change
	£	£	£	%		
Utilities						
101 - Electricity	31,972	33,641	1,669		Electricity supply to communal areas (eg. lighting, power).	Based on utilities fee estimate for 2026. / Based on utilities fee estimate for 2026. / Based on utilities fee estimate for 2026. / Based on utilities fee estimate for 2026.
102 - Water	2,493	3,789	1,296		Water supply to communal areas.	Based on current years actuals and RPI increase. / Based on current years actuals and RPI increase.
103 - Telephone	1,300	840	-460		Telephone supply for interner.	Based on costs provided by the LGMCIC. / Based on costs provided by the LGMCIC.
104 - Gas	7,177	6,411	-766		Gas supply to communal systems.	Based on utilities fee estimate for 2026. / Based on utilities fee estimate for 2026.
Maintenance						
201 - Cleaning	12,636	13,268	632		Cleaning of communal areas.	Based on RPI. / Based on RPI.
206 - Landscape Maintenance	172,719	142,538	-30,181		Planned maintenance contract on the soft landscaping.	Additional planting costs are no longer included. Figure based on contracted grounds maintenance cost. / Based on RPI.
2071 - Tree Survey	0	4,500	4,500		Annual inspection of the trees in the communal amenity areas.	Based on quote - previously cost was taken from Reserve Fund.
209 - General Maintenance	20,000	25,000	5,000		Includes reactive repairs and general maintenance not itemised separately.	Based on current years expenditure.
210 - Gate Maintenance	475	420	-55		Servicing and maintenance of the gates.	Based on quote from new contractor.
216 - Waste Management	1,134	1,000	-134		Refuse collection and waste management services.	As per costs provided by the LGMCIC.
220 - Fire Equipment	753	0	-753		Servicing and maintenance of all fire systems incl. alarms, dry risers, detectors.	Included in M&E Maintenance Contract.
241 - Electrical Testing	156	0	-156		Provision for NICEIC electrical testing.	Included in M&E Maintenance Contract.
253 - M&E Maintenance Contract	10,229	11,997	1,768		Planned maintenance of mechanical/electrical plant (eg. water system).	Based on quote from contractor. / Based on quote from contractor. / Baed on contractors quote. Includes costs previously seperately budgeted.
2651 - Play Area Inspection	1,182	1,245	63		Annual condition survey of playgrounds in accordance with legislation.	Based on contractors quote.
266 - Swale/SUDS Maintenance	2,000	0	-2,000		Maintenance of swales/sustainable urban drainage areas.	Works not anticipated at this time.
Insurance						
301 - Building Ins. Premiums	6,158	5,951	-207		Comprehensive cover for the building, communal items and public liability.	Based on current years' premium plus inflationary increase. / Based on current years' premium plus inflationary increase. / Based on current years' premium plus inflationary increase. / Based on current years' premium plus inflationary increase.
303 - Engineering Insurance	996	1,705	709		Insurance for the water pumps and gates Includes statutory inspections.	Based on current years' premium plus inflationary increase. / Based on current year premium plus RPI. / Based on current year premium plus RPI.
305 - D&O Insurance	520	463	-57		Insurance for the Management Company's Directors & Officers.	Based on current year's premium.
307 - Public Liability Ins'ce	1,670	6,288	4,618		Public Liability insurance.	Based on 3% increase from last years costs. Previously underbudgeted.
Professional						
401 - Accounting Fees	3,079	3,476	397		Preparation & independent certification of the estate's Year End Accounts.	As per quote. Includes Trust Tax Return cost.
402 - Disbursements	790	790	0		Costs of meeting room hire or printing & postage of non-standard items.	
403 - Bank Charges	100	90	-10		Provision for costs associated with operating the estate's bank accounts.	Based on current year expenditure.
410 - Health & Safety	4,069	3,083	-986		A Health & Safety and Fire Risk Assessment is required by law.	Based on quote for Fire Risk Assessment. / Based on quote for Fire Risk Assessment.
412 - Professional Fees	6,000	2,000	-4,000		Allowance for professional advice on matters relating to the estate.	Reduced based on current year expenditure.
415 - Management Fee (inc VAT)	66,652	69,984	3,332		Management of estate & finances: budgeting, bank reconciliations, arrears. Arrange cyclical maintenance & repairs. Contractor selection, management & payment. Site inspections. Client communication. Fee per property (inc VAT).	Based on RPI. / Based on RPI. / Based on RPI.
438 - Third Party Contribution	-70,719	-73,208	-2,489		A contribution towards the estate maintenance by a third party.	Cost based on LGMCIC covering all Community Centre costs. / Cost based on LGMCIC covering all Sports Pavillion costs.
Staff & Office						
460 - Staff - Wages/NI/Pension	69,000	93,450	24,450		Salaries, national insurance and pension of site staff (inc VAT if applicable).	Includes 50% share of additional staff and governance costs including training, IT, software and other staff-related costs.
481 - Office - Business Rates	3,100	2,054	-1,046		Rates costs for site team office.	Business Rates cost April 26-March 27. / Business Rates cost April 26-March 27.
Operating Expenditure	£355,641	£360,775	£5,134	1.4%		
Reserve Fund						
501 - Major Works Provision	111,550	91,300	-20,250		Contribution to the reserve fund for major works.	Based on discussion with LGMCIC directors.
Total	£467,191	£452,075	-£15,116	-3.2%		Absorbed RPI increases but still decreased the overall serice charge.

Service Charge Budget Estimate | By Schedule

Estate **Leybourne Grange**
 Period 01 01 2026 - 31 12 2026
 Version Draft

Expenditure Heading	New Year Budget £	ESTATE	COMMUNAL HEATING	COMMUNITY CENTRE	SPORTS PAVILION	WOODLAND GATE WALK	LGM CIC
Utilities							
101 - Electricity	33,641	14,000	1,920	2,089	14,772	860	
102 - Water	3,789			513	3,276		
103 - Telephone	840			420	420		
104 - Gas	6,411			2,665	3,746		
Maintenance							
201 - Cleaning	13,268			6,634	6,634		
206 - Landscape Maintenance	142,538	123,933			18,605		
2071 - Tree Survey	4,500	4,500					
209 - General Maintenance	25,000	15,000		5,000	5,000		
210 - Gate Maintenance	420					420	
216 - Waste Management	1,000				1,000		
220 - Fire Equipment	0				0		
241 - Electrical Testing	0				0		
253 - M&E Maintenance Contract	11,997		5,915	1,646	4,436		
2651 - Play Area Inspection	1,245	1,245					
266 - Swale/SUDS Maintenance	0	0					
Insurance							
301 - Building Ins. Premiums	5,951	1,233	702	208	3,808		
303 - Engineering Insurance	1,705		383		968	354	
305 - D&O Insurance	463	463					
307 - Public Liability Ins'ce	6,288	6,288					
Professional							
401 - Accounting Fees	3,476	3,476					
402 - Disbursements	790	790					
403 - Bank Charges	90	90					
410 - Health & Safety	3,083	2,069		507	507		
412 - Professional Fees	2,000	2,000					
415 - Management Fee (inc VAT)	69,984	68,364	1,159			461	
438 - Third Party Contribution	-73,208			-20,709	-52,499		
Staff & Office							
460 - Staff - Wages/NI/Pension	93,450						93,450
481 - Office - Business Rates	2,054			1,027	1,027		
Operating Expenditure	£360,775	£243,451	£10,079	£0	£11,700	£2,095	£93,450
Reserve Fund							
501 - Major Works Provision	91,300	90,000	300			1,000	
Total	£452,075	£333,451	£10,379	£0	£11,700	£3,095	£93,450

Service Charge Budget Estimate | Schedule Breakdown

Schedule **Leybourne Grange - ESTATE**
Period 01 01 2026 - 31 12 2026
Version Draft

Figures are based on estimated costs at the beginning of the year. Subject to change
VAT included where relevant
RPI / EARN01 at time of budget:
4.7%

Expenditure Heading	Last Year Budget	New Year Budget	Variance		What is this for?	Notes on change
	£	£	£	%		
Utilities						
101 - Electricity	13,052	14,000	948		Electricity supply to communal areas (eg. lighting, power).	Based on utilities fee estimate for 2026.
Maintenance						
206 - Landscape Maintenance	155,000	123,933	-31,067		Planned maintenance contract on the soft landscaping.	Additional planting costs are no longer included. Figure based on contracted grounds maintenance cost.
2071 - Tree Survey	0	4,500	4,500		Annual inspection of the trees in the communal amenity areas.	Based on quote - previously cost was taken from Reserve Fund.
209 - General Maintenance	10,000	15,000	5,000		Includes reactive repairs and general maintenance not itemised separately.	Based on current years expenditure.
2651 - Play Area Inspection	1,182	1,245	63		Annual condition survey of playgrounds in accordance with legislation.	Based on contractors quote.
266 - Swale/SUDS Maintenance	2,000	0	-2,000		Maintenance of swales/sustainable urban drainage areas.	Works not anticipated at this time.
Insurance						
301 - Building Ins. Premiums	1,500	1,233	-267		Comprehensive cover for the building, communal items and public liability.	Based on current years' premiums plus inflationary increase.
305 - D&O Insurance	520	463	-57		Insurance for the Management Company's Directors & Officers.	Based on current year's premium.
307 - Public Liability Ins'ce	1,670	6,288	4,618		Public Liability insurance.	Based on 3% increase from last years costs. Previously underbudgeted.
Professional						
401 - Accounting Fees	3,079	3,476	397		Preparation & independent certification of the estate's Year End Accounts.	As per quote. Includes Trust Tax Return cost.
402 - Disbursements	790	790	0		Costs of meeting room hire or printing & postage of non-standard items.	
403 - Bank Charges	100	90	-10		Provision for costs associated with operating the estate's bank accounts.	Based on current year expenditure.
410 - Health & Safety	2,069	2,069	0		A Health & Safety and Fire Risk Assessment is required by law.	
412 - Professional Fees	6,000	2,000	-4,000		Allowance for professional advice on matters relating to the estate.	Reduced based on current year expenditure.
415 - Management Fee (inc VAT)	65,109	68,364	3,255		Management of estate & finances: budgeting, bank reconciliations, arrears. Arrange cyclical maintenance & repairs. Contractor selection, management & payment. Site inspections. Client communication. Fee per property (inc VAT).	Based on RPI.
Operating Expenditure	£262,071	£243,451	-£18,620	-7.1%		
Reserve Fund						
501 - Major Works Provision	110,250	90,000	-20,250		Contribution to the reserve fund for major works.	Based on discussion with LGMCIC directors.
Total	£372,321	£333,451	-£38,870	-10.4%		Absorbed RPI increases but still decreased the overall serice charge.

Service Charge Budget Estimate | Schedule Breakdown

Schedule **Leybourne Grange - COMMUNAL HEATING**
Period 01 01 2026 - 31 12 2026
Version Draft

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RPI / EARN01 at time of budget:
4.7%

Expenditure Heading	Last Year Budget	New Year Budget	Variance		What is this for?	Notes on change
	£	£	£	%		
Utilities						
101 - Electricity	1,920	1,920	0		Electricity supply to communal areas (eg. lighting, power).	
Maintenance						
253 - M&E Maintenance Contract	5,742	5,915	173		Planned maintenance of mechanical/electrical plant (eg. water system).	Based on quote from contractor.
Insurance						
301 - Building Ins. Premiums	1,500	702	-798		Comprehensive cover for the building, communal items and public liability.	Based on current years' premium plus inflationary increase.
303 - Engineering Insurance	365	383	18		Insurance for the water pumps and gates Includes statutory inspections.	Based on current years' premium plus inflationary increase.
Professional						
415 - Management Fee (inc VAT)	1,104	1,159	55		Management of estate & finances: budgeting, bank reconciliations, arrears. Arrange cyclical maintenance & repairs. Contractor selection, management & payment. Site inspections. Client communication. Fee per property (inc VAT).	Based on RPI.
Operating Expenditure	£10,631	£10,079	-£552	-5.2%		
Reserve Fund						
501 - Major Works Provision	300	300	0		Contribution to the reserve fund for major works.	
Total	£10,931	£10,379	-£552	-5.0%		Absorbed RPI increases but still decreased the overall serice charge.

Service Charge Budget Estimate | Schedule Breakdown

Schedule **Leybourne Grange - COMMUNITY CENTRE**
Period 01 01 2026 - 31 12 2026
Version Draft

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VAT included where relevant
RPI / EARN01 at time of budget:
4.7%

Expenditure Heading	Last Year Budget	New Year Budget	Variance		What is this for?	Notes on change
	£	£	£	%		
Utilities						
101 - Electricity	2,000	2,089	89		Electricity supply to communal areas (eg. lighting, power).	Based on utilities fee estimate for 2026.
102 - Water	400	513	113		Water supply to communal areas.	Based on current years actuals and RPI increase.
103 - Telephone	700	420	-280		Telephone supply for interner.	Based on costs provided by the LGMCIC.
104 - Gas	3,118	2,665	-453		Gas supply to communal systems.	Based on utilities fee estimate for 2026.
Maintenance						
201 - Cleaning	6,318	6,634	316		Cleaning of communal areas.	Based on RPI.
209 - General Maintenance	5,000	5,000	0		Includes reactive repairs and general maintenance not itemised separately.	
253 - M&E Maintenance Contract	961	1,646	685		Planned maintenance of mechanical/electrical plant (eg. water system).	Based on quote from contractor.
Insurance						
301 - Building Ins. Premiums	1,158	208	-950		Comprehensive cover for the building, communal items and public liability.	Based on current years' premium plus inflationary increase.
Professional						
410 - Health & Safety	1,000	507	-493		A Health & Safety and Fire Risk Assessment is required by law.	Based on quote for Fire Risk Assesment.
438 - Third Party Contribution	-22,205	-20,709	1,496		A contribution towards the estate maintenance by a third party.	Cost based on LGMCIC covering all Community Centre costs.
Staff & Office						
481 - Office - Business Rates	1,550	1,027	-523		Rates costs for site team office.	Buisness Rates cost April 26-March 27.
Operating Expenditure	£0	£0	£0	-		
Total	£0	£0	£0	-		Absorbed RPI increases but still decreased the overall serice charge.

Service Charge Budget Estimate | Schedule Breakdown

Schedule **Leybourne Grange - SPORTS PAVILION**
Period 01 01 2026 - 31 12 2026
Version Draft

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VAT included where relevant
RPI / EARN01 at time of budget:
4.7%

Expenditure Heading	Last Year Budget	New Year Budget	Variance		What is this for?	Notes on change
	£	£	£	%		
Utilities						
101 - Electricity	14,000	14,772	772		Electricity supply to communal areas (eg. lighting, power).	Based on utilities fee estimate for 2026.
102 - Water	2,093	3,276	1,183		Water supply to communal areas.	Based on current years actuals and RPI increase.
103 - Telephone	600	420	-180		Telephone supply for interner.	Based on costs provided by the LGMCIC.
104 - Gas	4,059	3,746	-313		Gas supply to communal systems.	Based on utilities fee estimate for 2026.
Maintenance						
201 - Cleaning	6,318	6,634	316		Cleaning of communal areas.	Based on RPI.
206 - Landscape Maintenance	17,719	18,605	886		Planned maintenance contract on the soft landscaping.	Based on RPI.
209 - General Maintenance	5,000	5,000	0		Includes reactive repairs and general maintenance not itemised separately.	
216 - Waste Management	1,134	1,000	-134		Refuse collection and waste management services.	As per costs provided by the LGMCIC.
220 - Fire Equipment	753	0	-753		Servicing and maintenance of all fire systems incl. alarms, dry risers,	Included in M&E Maintenance Contract.
241 - Electrical Testing	156	0	-156		Provision for NICEIC electrical testing.	Included in M&E Maintenance Contract.
253 - M&E Maintenance Contract	3,526	4,436	910		Planned maintenance of mechanical/electrical plant (eg. water system).	Baed on contractors quote. Includes costs previously seperately budgeted.
Insurance						
301 - Building Ins. Premiums	2,000	3,808	1,808		Comprehensive cover for the building, communal items and public liability.	Based on current years' premium plus inflationary increase.
303 - Engineering Insurance	306	968	662		Insurance for the water pumps and gates Includes statutory inspections.	Based on current year premium plus RPI.
Professional						
410 - Health & Safety	1,000	507	-493		A Health & Safety and Fire Risk Assessment is required by law.	Based on quote for Fire Risk Assesment.
438 - Third Party Contribution	-48,514	-52,499	-3,985		A contribution towards the estate maintenance by a third party.	Cost based on LGMCIC covering all Sports Pavillion costs.
Staff & Office						
481 - Office - Business Rates	1,550	1,027	-523		Rates costs for site team office.	Buisness Rates cost April 26-March 27.
Operating Expenditure	£11,700	£11,700	£0	0.0%		
Total	£11,700	£11,700	£0	0.0%		Absorbed RPI increases but still decreased the overall serice charge.

Service Charge Budget Estimate | Schedule Breakdown

Schedule **Leybourne Grange - WOODLAND GATE WALK**
Period 01 01 2026 - 31 12 2026
Version Draft

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VAT included where relevant
RPI / EARN01 at time of budget:
4.7%

Expenditure Heading	Last Year Budget	New Year Budget	Variance		What is this for?	Notes on change
	£	£	£	%		
Utilities						
101 - Electricity	1,000	860	-140		Electricity supply to communal areas (eg. lighting, power).	Based on utilities fee estimate for 2026.
Maintenance						
210 - Gate Maintenance	475	420	-55		Servicing and maintenance of the gates.	Based on quote from new contractor.
Insurance						
303 - Engineering Insurance	325	354	29		Insurance for the water pumps and gates Includes statutory inspections.	Based on current year premium plus RPI.
Professional						
415 - Management Fee (inc VAT)	439	461	22		Management of estate & finances: budgeting, bank reconciliations, arrears. Arrange cyclical maintenance & repairs. Contractor selection, management & payment. Site inspections. Client communication. Fee per property (inc VAT).	Based on RPI.
Operating Expenditure	£2,239	£2,095	-£144	-6.4%		
Reserve Fund						
501 - Major Works Provision	1,000	1,000	0		Contribution to the reserve fund for major works.	
Total	£3,239	£3,095	-£144	-4.4%		Absorbed RPI increases but still decreased the overall serice charge.

Service Charge Budget Estimate | Schedule Breakdown

Schedule **Leybourne Grange - LGM CIC**
Period 01 01 2026 - 31 12 2026
Version Draft

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VAT included where relevant
RPI / EARN01 at time of budget:
4.7%

Expenditure Heading	Last Year Budget	New Year Budget	Variance		What is this for?	Notes on change
			£	%		
Staff & Office						
460 - Staff - Wages/NI/Pension	69,000	93,450	24,450		Salaries, national insurance and pension of site staff (inc VAT if applicable).	Includes 50% share of additional staff and governance costs including training, IT, software and other staff-related costs.
Operating Expenditure	£69,000	£93,450	£24,450	35.4%		
Total	£69,000	£93,450	£24,450	35.4%		Absorbed RPI increases but still decreased the overall serice charge.