



Colliers

Service Charge Budget

To Year End
31/12/2026

The Crescent, Basingstoke

Accelerating success.

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1 YOUR TEAM



Jo Edwards
Director

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Chris Strat
Property Manager

Email: Chris.Strat@colliers.com
Direct: +44 7720 073224

Responsible for overall direction and management of the property as well as client reporting. Also responsible for occupier permit applications, lease and service charge queries and insurance support.



Stuart Reid
Client Accountant

Email: stuart.reid@colliers.com
Direct: +44 (0) 117 9172035

Responsible for any queries regarding banking information, general invoice queries and copy invoices.



Nigel Jackson
Senior Facilities Manager

Email: Nigel.Jackson@colliers.com
Direct: 07925 127546

Responsible for the day to day management of occupier relations and queries covering all service contracts. Oversight and management of the mechanical, electrical and plumbing services across the landlord common and retained areas.

2 PROPERTY SUMMARY

Property Details

Property Address	The Crescent, Basingstoke
Property Reference Number	CEL159501
Client	Glendine Developments Limited (in Admin)
Director	Jo Edwards
Property Manager	Chris Strat
Facilities Manager	Nigel Jackson
Service Charge Year End	31/12/2026
Total Floor Area Sq Ft	108,145
Service Charge per sq. Ft.	£4.48
Service Charge Budget	484,678.00

3 Year Review

	31/12/2024	31/12/2025	31/12/2026	Variance between current and proposed SC Budgets
	£	£	£	£
Budget	167,983.00	484,678.00	484,678.00	0.00
Actual / Forecast	248,107.30	0.00	484,678.00	484,678.00
Cost psf	2.29	0.00	4.48	4.48

3 EXECUTIVE SUMMARY

Highlights Current Year

Service charge budget for the year ending 31st December 2026 is set based against the actual spend for the previous year. Budget figures have been set reflecting actual spend on regular housekeeping and maintenance plus an allowance for essential PPM and project works - all as detailed within this budget pack.

The service charge budget for the year ending 31 December 2026 is set at £484,678, reflecting a £nil increase compared to the previous year. This budget has been prepared based on actual expenditure trends and includes provisions for essential maintenance and compliance activities.

Key Highlights

Operational Costs: The budget reflects actual spend on routine housekeeping, maintenance, and an allowance for essential Planned Preventative Maintenance (PPM) and project works.

Planned Preventative Maintenance: Continued focus on maintaining the mechanical, electrical, and fabric elements of the property to ensure compliance and operational efficiency.

Cost Control: Emphasis on maintaining strict control over day-to-day expenditure with regular reviews of service levels to ensure value for money.

Exceptional Expenditure: A provision of £40,000 has been included for exceptional and one-off project works, such as CCTV system review and signage replacement.

Utilities and Services: Adjustments have been made to reflect current market conditions and contract pricing, particularly in utilities and cleaning services.

Health & Safety: Ongoing compliance with health and safety regulations is a priority, with associated costs included in the budget.

Underlying change: Excluding the one-off £40,000 provision for *Project works*, the underlying service charge decreases by £40,000 (-8.25%) year-on-year, from £484,678 (YE 2025) to £444,678 (YE 2026), equating to £4.11 psf vs £4.48 psf.

Planned Preventative Maintenance

Please refer to the maintenance PPM planner previously issued.

Priorities for the coming year

Maintain excellent standards of hygiene, cleanliness, and presentation in all common areas.

Ensure full compliance with all health and safety obligations.

Continue to monitor and manage service levels and expenditure closely to optimise costs.

4 BUDGET OVERVIEW

Service Charge Item	Previous Budget YE	Actual Spend YE	Current Budget YE	Proposed Budget YE	Comparison between budgets	
	31/12/2024	31/12/2024	31/12/2025	31/12/2026		
	£	£	£	£	£	%
Management	13,500.00	19,676.28	53,463.00	54,706.21	1,243.21	0.02
Utilities	0.00	157,716.36	199,500.00	143,960.00	-55,540.00	-0.28
Soft Services	11,348.00	8,854.69	65,715.00	64,961.79	-753.21	-0.01
Hard Services	141,219.00	58,765.09	160,000.00	175,050.00	15,050.00	0.09
Insurance	1,916.00	2,289.72	6,000.00	6,000.00	0.00	0.00
Exceptional Expenditure	0.00	0.00	0.00	40,000.00	40,000.00	100.00
TOTAL (excl VAT)	167,983.00	248,107.30	484,678.00	484,678.00	0.00	0%
Cost per sq ft	1.55	2.29	4.48	4.48	0.00	-
Cost per sq m	16.72	24.69	48.24	48.24	0.00	-

5 SERVICE CHARGE BUDGET DETAIL

CEL159501		The Crescent, Basingstoke 31/12/2026		VAT Elected? Sq.Ft		YES (If 'NO' all costs are inclusive of VAT) 108,145			
COST CLASSIFICATIONS	Cost category	Tramps Exp Code	Cost description	Budget £ YE 31/12/2026	Budget £ YE 31/12/2025	Variance £ 31/12/2024	Variance %	Actual £ YE 31/12/2024	Cost per Sqft
Schedule Overview									
MANAGEMENT	Management Fees	N10100	Management fees	22,424.50	21,500.00	924.50	4%	18,801.28	0.21
	Accounting Fees	N10220	Service Charge accounting fees	2,250.00	2,250.00	0.00	0%	0.00	0.02
	Site Management Resources	N10300	Staff costs	21,772.63	0.00	21,772.63	100%	0.00	0.20
	Site Management Resources	N10330	Office costs (telephones/stationery)	1,000.00	1,000.00	0.00	0%	0.00	0.01
	Site Management Resources	N10350	Help desk/call centre/information centre	1,442.00	1,308.00	134.00	10%	0.00	0.01
	Professional Fees	N10400	Landlord's risk assessments, audits and review	5,817.08	6,530.00	-712.92	-11%	875.00	0.05
Cost Category Sub-Total				54,706.21	53,463.00	1,243.21	2%	19,676.28	0.51
UTILITIES	Electricity	N20500	Electricity	66,000.00	142,000.00	-76,000.00	-54%	201,115.26	0.61
	Gas	N20600	Gas	45,000.00	25,000.00	20,000.00	80%	-44,204.06	0.42
	Water	N20800	Water and sewerage charges	30,380.00	30,000.00	380.00	1%	805.16	0.28
	Utility Consultancy	N20900	Utility procurement and consultancy	2,580.00	2,500.00	80.00	3%	0.00	0.02
Cost Category Sub-Total				143,960.00	199,500.00	-55,540.00	-28%	157,716.36	1.33
SOFT SERVICES	Cleaning and Sustainability	N31100	Cleaning	12,000.00	22,000.00	-10,000.00	-45%	1,260.00	0.11
	Cleaning and Sustainability	N31110	Window cleaning	4,800.00	0.00	4,800.00	100%	0.00	0.04
	Cleaning and Sustainability	N31140	Waste management	2,000.00	3,000.00	-1,000.00	-33%	0.00	0.02
	Cleaning and Sustainability	N31150	Pest control	1,000.00	1,000.00	0.00	0%	979.84	0.01
	Cleaning and Sustainability	N31160	Snow clearance/road gritting	3,096.67	2,500.00	596.67	24%	1,555.25	0.03
	Landscaping and enlivenment	N31210	External landscaping	42,065.12	37,215.00	4,850.12	13%	5,059.60	0.39
Cost Category Sub-Total				64,961.79	65,715.00	-753.21	-1%	8,854.69	0.60
HARD SERVICES	Mechanical and Electrical Services	N41400	M&E maintenance	51,000.00	110,000.00	-59,000.00	-54%	34,359.73	0.47
	Mechanical and Electrical Services	N41405	M&E Repair	47,000.00	0.00	47,000.00	100%	0.00	0.43
	Lifts and Escalators	N41500	Lift maintenance contract	4,500.00	7,000.00	-2,500.00	-36%	0.00	0.04
	Lifts and Escalators	N41501	Lift maintenance repair	14,550.00	0.00	14,550.00	100%	0.00	0.13
	Fabric Repairs and Maintenance	N41700	Fabric repairs and maintenance	28,000.00	43,000.00	-15,000.00	-35%	24,405.36	0.26
	Fabric Repairs and Maintenance	N41740	Car park fabric maintenance and repairs	30,000.00	0.00	30,000.00	100%	0.00	0.28
Cost Category Sub-Total				175,050.00	160,000.00	15,050.00	9%	58,765.09	1.62
INSURANCE	Engineering Insurance	N62100	Engineering insurance	6,000.00	6,000.00	0.00	0%	2,289.72	0.06
Cost Category Sub-Total				6,000.00	6,000.00	0.00	0%	2,289.72	0.06
EXCEPTIONAL EXPENDITURE	Major Works	N72400	Project works	40,000.00	0.00	40,000.00	100%	0.00	0.37
Cost Category Sub-Total				40,000.00	0.00	40,000.00	100%	0.00	0.37
Total				484,678.00	484,678.00	0.00	0%	247,302.14	4.48

5 SERVICE CHARGE BUDGET DETAIL (ESTATE)

CEL159501	The Crescent, Basingstoke 31/12/2026			VAT Elected? Sq.Ft		YES 108,145		(If 'NO' all costs are inclusive of VAT)			
COST CLASSIFICATIONS		Cost category	Tramps Exp Code	Cost description	Budget £ YE 31/12/2026	Budget £ YE 31/12/2025	Variance £	Variance %	Actual £ YE 31/12/2024	Cost per Sqft	Notes
Schedule 1 - Estate											
MANAGEMENT	Management Fees	N10100	Management fees		14,080.50	13,500.00	580.50	4%	18,801.28	0.13	Managing agent fees (Colliers) for managing and administering the services that are permitted to be recovered under the terms of the lease, excluding rent collection, asset management, etc. Uplifted by 4.3% (in line with the RPI figure last published in November 2025) for YE 2026.
	Accounting Fees	N10220	Service Charge accounting fees		2,250.00	2,250.00	0.00	0%	0.00	0.02	Fees for preparation of year end service charge statement and reconciliation; Fee in line with Colliers 2025/26 Fee Matrix, which is based on total budgeted expenditure.
	Site Management Resources	N10300	Staff costs		12,587.71	0.00	12,587.71	100%	0.00	0.12	Direct employment or contract costs for provision of staff for management of on-site facilities. Facilities Manager costs for undertaking regular site inspections, implementing and monitoring the performance of contracts, ensuring health and safety compliance, monitoring of works and liaising with tenants. Also allows for costs associated with the professional services provided by the Procurement Team, covering specification, tendering, appointment, and ongoing management of contracted suppliers in accordance with the RICS Service Charge Code of Practice. Uplifted by 4.3% (in line with the RPI figure last published in November 2025) for YE 2026. Provision moved from Other professional fees - N10405.
	Site Management Resources	N10350	Help desk/call centre/information centre		1,442.00	654.00	788.00	120%	0.00	0.01	Costs for providing helpdesk facilities. Service provided by Vantify, which operates 24/7/365. Additionally, it provides essential software tracking support to monitor contractor performance for all reactive instructions during the year, which in turn enables us to score/assess contractors against their service delivery performance indicators/KPIs. Increased in line with costs levied by Vantify.
	Professional Fees	N10400	Landlord's risk assessments, audits and reviews		2,460.48	3,180.00	-719.52	-23%	0.00	0.02	Consultancy fees and other costs associated with the provision and review of the landlord's health and safety (H&S) management systems, includes allowances for an annual General Risk Assessment and GDPR audit (CCTV).
	Professional Fees	N10405	Other professional fees		0.00	12,875.00	-12,875.00	-100%	0.00	0.00	0.00
Cost Category Sub-Total					32,820.69	32,459.00	361.69	1%	18,801.28	0.30	
UTILITIES	Electricity	20500	Electricity		12,000.00	75,000.00	-63,000.00	-84%	201,115.26	0.11	Electricity supply to common parts and retained areas and central plant, including car park lighting. Excluding occupier direct consumption. Provision decreased in line with forecasted expenditure. [MPAN 2000027424360 MSN: K15A000874]
	Water	20800	Water and sewerage charges		680.00	0.00	680.00	100%	805.16	0.01	Water supply to the whole property including common parts, includes sewage/waste water costs. To cover a provision for external taps for cleaning, watering and pond water.
	Utility Consultancy	20900	Utility procurement and consultancy		220.00	2,500.00	-2,280.00	-91%	0.00	0.00	0.00
Cost Category Sub-Total					12,900.00	77,500.00	-64,600.00	-83%	201,920.42	0.12	
SOFT SERVICES	Cleaning and Sustainability	N31100	Cleaning		3,000.00	5,000.00	-2,000.00	-40%	0.00	0.03	Cleaning of external common parts and retained areas, which include pressure washing of walkways, public realm and pond area.
	Cleaning and Sustainability	N31140	Waste management		2,000.00	3,000.00	-1,000.00	-33%	0.00	0.02	Refuse collection and waste management services specifically for the removal of litter picking-related / generated waste from external bins.
	Cleaning and Sustainability	N31150	Pest control		1,000.00	1,000.00	0.00	0%	979.84	0.01	Pest control services provided to common parts and retained areas. Contract cost plus a contingency for unforeseen works/additional attendances.
	Cleaning and Sustainability	N31160	Snow clearance/road gritting		3,096.67	2,500.00	596.67	24%	1,555.25	0.03	Costs incurred in gritting the common areas, with snow clearance being charged at an additional cost, if and when required. Fixed cost gritting contract triggered by temperatures.
	Landscaping and enlivenment	N31210	External landscaping		42,065.12	37,215.00	4,850.12	13%	5,059.60	0.39	Provision and maintenance of external landscaped areas and special features. including litter picking and maintenance of the pond on site. Increased provision to allow for costs associated with necessary landscaping-related works at the property and increased litter bin emptying attendances.
Cost Category Sub-Total					51,161.79	48,715.00	2,446.79	5%	7,594.69	0.47	
HARD SERVICES	Mechanical and Electrical Services	N41400	M&E maintenance		10,000.00	10,000.00	0.00	0%	16,248.00	0.09	Details of the maintenance contract for the landlord's M&E services, including the contractor's health and safety (H&S) compliance. This includes for electrical safety in LV room, external lighting, CCTV system and shared drainage system.
	Mechanical and Electrical Services	N41405	M&E Repair		9,000.00	0.00	9,000.00	100%	0.00	0.08	To cover costs for all reactive maintenance works to mechanical and electrical equipment plus an allowance for drainage related costs and remedial actions.
	Fabric Repairs and Maintenance	N41700	Fabric repairs and maintenance		5,000.00	20,000.00	-15,000.00	-75%	7,828.24	0.05	Maintenance and repair of all building structures to outbuildings and site wide signage located in the external common parts.
	Fabric Repairs and Maintenance	N41740	Car park fabric maintenance and repairs		30,000.00	0.00	30,000.00	100%	0.00	0.28	Maintenance and repair of the car park structure, fabric and road surfaces. To include paving blocks, tarmac, fencing, walls and ACO channels.
Cost Category Sub-Total					54,000.00	30,000.00	24,000.00	80%	24,076.24	0.50	
INSURANCE	Engineering Insurance	N62100	Engineering insurance		600.00	0.00	600.00	100%	-	0.01	Landlord's engineering insurances and inspections.
Cost Category Sub-Total					600.00	0.00	600.00	100%	0.00	0.01	
EXCEPTIONAL EXPENDITURE	Major Works	N72400	Project works		40,000.00	0.00	40,000.00	100%	0.00	0.37	Exceptional and one-off project works, over and above the routine operational costs. In this period CCTV system review and tender for complete replacement. Also complete signage review and tender for replacement.
Cost Category Sub-Total					40,000.00	0.00	40,000.00	100%	0.00	0.37	
Total					191,482.48	188,674.00	2,808.48	1%	252,392.63	1.77	

5 SERVICE CHARGE BUDGET DETAIL (BUILDING A)

EL159501	The Crescent, Basingstoke 31/12/2026			VAT Elected? Sq.Ft	YES 46,769	(If 'NO' all costs are inclusive of VAT)						
COST CLASSIFICATIONS		Cost category	Tramps Exp Code	Cost description	Budget £ YE	Budget £ YE	Variance £	Variance %	Actual £ YE	Cost per Sqft	Notes	
					31/12/2026	31/12/2025			31/12/2024			
Schedule 2 - Building A												
MANAGEMENT	Management Fees	N10100	Management fees		5,215.00	5,000.00	215.00	4%	0.00	0.11	Managing agent fees (Colliers) for managing and administering the services that are permitted to be recovered under the terms of the lease, excluding rent collection, asset management, etc. Uplifted by 4.3% (in line with the RPI figure last published in November 2025) for YE 2026.	
	Site Management Resources	N10300	Staff costs		5,762.58	0.00	5,762.58	100%	0.00	0.12	Direct employment or contract costs for provision of staff for management of on-site facilities. Facilities Manager costs for undertaking regular site inspections, implementing and monitoring the performance of contracts, ensuring health and safety compliance, monitoring of works and liaising with tenants. Also allows for costs associated with the professional services provided by the Procurement team, covering specification, tendering, appointment, and ongoing management of contracted suppliers in accordance with the RICS Service Charge Code of Practice. Uplifted by 4.3% (in line with the RPI figure last published in November 2025) for YE 2026. Provision moved from Other professional fees - N10405.	
	Site Management Resources	N10350	Help desk/call centre/information centre		0.00	327.00	-327.00	-100%	0.00	0.00	0.00	Costs for providing helpdesk facilities. Service provided by Vantify, which operates 24/7/365. Additionally, it provides essential software tracking support to monitor contractor performance for all reactive instructions during the year, which in turn enables us to score/assess contractors against their service delivery performance indicators/KPIs. Increased in line with costs levied by Vantify. Provision moved to / consolidated in Schedule 1.
	Professional Fees	N10400	Landlord's risk assessments, audits and reviews		1,361.79	2,000.00	-638.21	-32%	675.00	0.03	0.03	Consultancy fees and other costs associated with the provision and review of the landlord's health and safety (H&S) management systems; Provisions included for annual Combined Health & Safety / Fire Risk Assessment and a Water Risk Assessment. Allows for costs associated with the professional services provided by the Risk & Compliance team, covering regulatory compliance, risk assessment and management policy development and implementation, training and awareness, monitoring and reporting, incident management and response, and advisory services, in accordance with the RICS Service Charge Code of Practice.
	Professional Fees	N10405	Other professional fees		0	5,000.00	-5,000.00	-100%	0.00	0.00	0.00	Fees of specialist consultants engaged in respect of the provision of services. Facilities Manager costs for undertaking regular site inspections, implementing and monitoring the performance of contracts, ensuring health and safety compliance, monitoring of works and liaising with tenants. Also allows for costs associated with the professional services provided by the Procurement team, covering specification, tendering, appointment, and ongoing management of contracted suppliers in accordance with the RICS Service Charge Code of Practice. Provision moved to Staff Costs - N10300.
Cost Category Sub-Total					12,339.37	12,327.00	12.37	0%	675.00	0.26		
UTILITIES	Electricity	N20500	Electricity		33,600.00	50,000.00	-16,400.00	-33%	0.00	0.72	Electricity supply to common parts and retained areas and central plant. Excluding occupier direct consumption. Provision decreased in line with forecasted expenditure. [MPAN 2000027424360 MSN: K15A000874]	
	Gas	N20600	Gas		45,000.00	25,000.00	20,000.00	80%	(44,204.06)	0.96	Gas supply to Building A including common parts, central plant and occupier consumption.	
	Water	N20800	Water and sewerage charges		9,000.00	10,000.00	-1,000.00	-10%	0.00	0.19	Water supply to the whole property including common parts includes sewage/waste water costs. Amount based on actual sub meter consumption.	
	Utility Consultancy	N20900	Utility procurement and consultancy		1,040.00	0.00	1,040.00	100%	0.00	0.02	0.02	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. Zero Trace Procurement). (Electricity only)
Cost Category Sub-Total					88,640.00	85,000.00	3,640.00	4%	-44,204.06	1.90		
	Cleaning and Sustainability	N31100	Cleaning		3,100.00	6,500.00	-3,400.00	-52%	1,260.00	0.07	Cleaning of common parts and retained areas, including stairwells / entrances.	
	Cleaning and Sustainability	N31110	Window cleaning		1,680.00	0.00	1,680.00	100%	0.00	0.04	Cleaning of windows, both internally (in common parts) and externally.	
Cost Category Sub-Total					4,780.00	6,500.00	-1,720.00	-26%	1,260.00	0.10		
HARD SERVICES	Mechanical and Electrical Services	N41400	M&E maintenance		22,500.00	62,000.00	-39,500.00	-64%	17,886.73	0.48	Details of the maintenance contract for the landlord's M&E services, including the contractor's health and safety (H&S) compliance. This includes for shared fire alarm system, L8 water management, air extract system, door access control and emergency lighting, shared HVAC and fan coil servicing.	
	Mechanical and Electrical Services	N41405	M&E Repair		32,000.00	0.00	32,000.00	100%	0.00	0.68	Repair costs for the landlord's M&E services as per above. Also includes for a £7k provision to replace obsolete IQ3 controllers to current standard IQ4.	
	Fabric Repairs and Maintenance	N41700	Fabric repairs and maintenance		10,000.00	10,000.00	0.00	0%	15,501.00	0.21	Repair and maintenance of the building structure and fabric to the common parts and retained areas, including roof, windows and doors.	
Cost Category Sub-Total					64,500.00	72,000.00	-7,500.00	-10%	33,387.73	1.38		
INSURANCE	Engineering Insurance	N62100	Engineering insurance		2,400.00	3,000.00	-600.00	-20%	1,003.68	0.05	Landlord's engineering insurances and inspections. Relating to landlords shared plant, including pumps, pressure vessels and electrical plant.	
	Cost Category Sub-Total					2,400.00	3,000.00	-600.00	-20%	1,003.68	0.05	
Total					172,659.37	178,827.00	-6,167.63	-3%	-7,877.65	3.69		

5 SERVICE CHARGE BUDGET DETAIL (BUILDING B)

CEL159501	The Crescent, Basingstoke 31/12/2026			VAT Elected? Sq.Ft	YES (If 'NO' all costs are inclusive of VAT) 36,878						
COST CLASSIFICATIONS		Cost category	Tramps Exp Code	Cost description	Budget £ YE	Budget £ YE	Variance £	Variance %	Actual £ YE	Cost per Sqft	Notes
					31/12/2026	31/12/2025	31/12/2024				
Schedule 3 - Building B											
MANAGEMENT	Management Fees	N10100	Management fees		3,129.00	3,000.00	129.00	4%	0.00	0.08	Managing agent fees (Colliers) for managing and administering the services that are permitted to be recovered under the terms of the lease, excluding rent collection, asset management, etc. Uplifted by 4.3% (in line with the RPI figure last published in November 2025) for YE 2026.
	Site Management Resources	N10300	Staff costs		3,422.34	0.00	3,422.34	100%	0.00	0.09	Direct employment or contract costs for provision of staff for management of on-site facilities. Facilities Manager costs for undertaking regular site inspections, implementing and monitoring the performance of contracts, ensuring health and safety compliance, monitoring of works and liaising with tenants. Also allows for costs associated with the professional services provided by the Procurement team, covering specification, tendering, appointment, and ongoing management of contracted suppliers in accordance with the RICS Service Charge Code of Practice. Uplifted by 4.3% (in line with the RPI figure last published in November 2025) for YE 2026. Provision moved from Other professional fees - N10405.
	Site Management Resources	N10350	Help desk/call centre/information centre		0.00	327.00	-327.00	-100%	0.00	0.00	Costs for providing helpdesk facilities. Service provided by Vantify, which operates 24/7/365. Additionally, it provides essential software tracking support to monitor contractor performance for all reactive instructions during the year, which in turn enables us to score/assess contractors against their service delivery performance indicators/KPIs. Increased in line with costs levied by Vantify. Provision moved to / consolidated in Schedule 1 - N10350.
	Professional Fees	N10400	Landlord's risk assessments, audits and reviews		1,343.25	1,350.00	-6.75	-1%	0.00	0.04	Consultancy fees and other costs associated with the provision and review of the landlord's health and safety (H&S) management systems; Allowances included for annual Water Risk Assessment and Combined Health & Safety / Fire Risk Assessment. Allows for costs associated with the professional services provided by the Risk & Compliance team, covering regulatory compliance, risk assessment and management policy development and implementation, training and awareness, monitoring and reporting, incident management and response, and advisory services, in accordance with the RICS Service Charge Code of Practice.
	Professional Fees	N10405	Other professional fees		0.00	3,000.00	-3,000.00	-100%	0.00	0.00	Fees of specialist consultants engaged in respect of the provision of services. Facilities Manager costs for undertaking regular site inspections, implementing and monitoring the performance of contracts, ensuring health and safety compliance, monitoring of works and liaising with tenants. Also allows for costs associated with the professional services provided by the Procurement team, covering specification, tendering, appointment, and ongoing management of contracted suppliers in accordance with the RICS Service Charge Code of Practice. Provision moved to Staff Costs - N10300.
Cost Category Sub-Total					7,894.59	7,677.00	217.59	3%	0.00	0.21	
UTILITIES	Electricity	N20500	Electricity		18,000.00	15,000.00	3,000.00	20%	0.00	0.49	Electricity supply to common parts and retained areas and central plant. Excluding occupier direct consumption. Provision increased in line with forecasted expenditure. [MPAN 2000027424360 MSN: K15A000874]
	Water	N20800	Water and sewerage charges		4,500.00	10,000.00	-5,500.00	-55%	0.00	0.12	Water supply to the whole property including common parts includes sewage/waste water costs. Amount based on actual sub meter consumption.
	Utility Consultancy	N20900	Utility procurement and consultancy		352.00	0.00	352.00	100%	0.00	0.01	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. Zero Trace Procurement). (Electricity only)
Cost Category Sub-Total					22,852.00	25,000.00	-2,148.00	-9%	0.00	0.62	
SOFT SERVICES	Cleaning and Sustainability	N31100	Cleaning		3,100.00	6,500.00	-3,400.00	-52%	0.00	0.08	Cleaning of common part and retained areas, including stairwells / entrances.
	Cleaning and Sustainability	N31110	Window cleaning		1,680.00	0.00	1,680.00	100%	0.00	0.05	Cleaning of windows, both internally (in common parts) and externally.
Cost Category Sub-Total					4,780.00	6,500.00	-1,720.00	-26%	0.00	0.13	
HARD SERVICES	Mechanical and Electrical Services	N41400	M&E maintenance		16,500.00	35,000.00	-18,500.00	-53%	225.00	0.45	Details of the maintenance contract for the landlord's M&E services, including the contractor's health and safety (H&S) compliance. This includes for shared fire alarm system, L8 water management, air extract system, door access control and emergency lighting.
	Mechanical and Electrical Services	N41405	M&E Repair		5,000.00	0.00	5,000.00	100%	0.00	0.14	Repair costs for the landlord's M&E services, as detailed above.
	Fabric Repairs and Maintenance	N41700	Fabric repairs and maintenance		10,000.00	10,000.00	0.00	0%	1,076.12	0.27	Repair and maintenance of the building structure and fabric to the common parts and retained areas, including roof, windows and doors.
Cost Category Sub-Total					31,500.00	45,000.00	-13,500.00	-30%	1,301.12	0.85	
INSURANCE	Engineering Insurance	N62100	Engineering insurance		600.00	600.00	0.00	0%	1,286.04	0.02	Landlord's engineering insurances and inspections
	Cost Category Sub-Total				600.00	600.00	0.00	0%	1,286.04	0.02	
Total					67,626.59	84,777.00	-17,150.41	-20%	2,587.16	1.83	

5 SERVICE CHARGE BUDGET DETAIL (BUILDING C)

CEL159501

The Crescent, Basingstoke
31/12/2026

VAT Elected?
Sq.Ft

YES
24,498

(If 'NO' all costs are inclusive of VAT)

COST CLASSIFICATIONS		Cost category	Tramps Exp Code	Cost description	Budget £ YE	Budget £ YE	Variance	Variance	Actual £ YE	Cost per	Notes
					31/12/2026	31/12/2025	£	%	31/12/2024	Sqft	
					Schedule 4 - Building C						
MANAGEMENT	Professional Fees	N10400	Landlord's risk assessments, audits and reviews	0.00	0.00	0.00	0%	200.00	0.00	Consultancy fees and other costs associated with the provision and review of the landlord's health and safety (H&S) management systems.	
	Cost Category Sub-Total				0.00	0.00	0.00	0%	200.00	-	
UTILITIES	Water	N20800	Water and sewerage charges	16,200.00	10,000.00	6,200.00	62%	0.00	0.66	Occupier water-related direct consumption costs; Amount based on actual sub meter consumption.	
	Utility Consultancy	N20900	Utility procurement and consultancy	880.00	0.00	880.00	100%	0.00	0.04	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. Zero Trace Procurement).	
Cost Category Sub-Total				17,080.00	10,000.00	7,080.00	71%	0.00	0.70		
Total				17,080.00	10,000.00	7,080.00	71%	200.00	0.70		

5 SERVICE CHARGE BUDGET DETAIL (COMMON PARTS BUILDINGS A&B)

CEL159501		The Crescent, Basingstoke 31/12/2026		VAT Elected? Sq.Ft	YES (If 'NO' all costs are inclusive of VAT) 83,647					
COST CLASSIFICATIONS	Cost category	Tramps Exp Code	Cost description	Budget £ YE 31/12/2026	Budget £ YE 31/12/2025	Variance £	Variance %	Actual £ YE 31/12/2024	Cost per Sqft	Notes
Schedule 5 - Common Parts Buildings A&B										
MANAGEMENT	Professional Fees	N10400	Landlord's risk assessments, audits and reviews	325.78	0.00	325.78	100%	0.00	0.00	Consultancy fees and other costs associated with the provision and review of the landlord's health and safety (H&S) management systems.
Cost Category Sub-Total				325.78	0.00	325.78	100%	0.00	0.00	
UTILITIES	Electricity	N20500	Electricity	600.00	500.00	100.00	20%	0.00	0.01	Electricity supply to common parts and retained areas and central plant, excluding occupier direct consumption.
	Utility Consultancy	N20900	Utility procurement and consultancy	22.00	0.00	22.00	100%	0.00	0.00	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. Zero Trace Procurement).
Cost Category Sub-Total				622.00	500.00	122.00	24%	0.00	0.01	
SOFT SERVICES	Cleaning and Sustainability	N31100	Cleaning	1,400.00	2,000.00	-600.00	-30%	0.00	0.02	Cleaning of common parts between Buildings A & B.
	Cleaning and Sustainability	N31110	Window cleaning	720.00	0.00	720.00	100%	0.00	0.01	Cleaning of windows, both internally and externally.
Cost Category Sub-Total				2,120.00	2,000.00	120.00	6%	0.00	0.03	
HARD SERVICES	Mechanical and Electrical Services	N41400	M&E maintenance	1,000.00	1,500.00	-500.00	-33%	0.00	0.01	Details of the maintenance contract for the landlord's M&E services, including emergency lighting, fire extinguishers, general lighting and door access control services.
	Mechanical and Electrical Services	N41405	M&E Repair	500.00	0.00	500.00	100%	0.00	0.01	Repair and planned maintenance costs for the landlord's M&E services, as detailed above.
	Fabric Repairs and Maintenance	N41700	Fabric repairs and maintenance	1,500.00	1,500.00	0.00	0%	0.00	0.02	Repair and maintenance of the building structure and fabric to the common parts and retained areas.
Cost Category Sub-Total				3,000.00	3,000.00	0.00	0%	0.00	0.04	
Total				6,067.78	5,500.00	567.78	10%	0.00	0.07	

5 SERVICE CHARGE BUDGET DETAIL (COMMON PARTS BUILDINGS B&C)

CEL159501		The Crescent, Basingstoke 31/12/2026		VAT Elected? Sq.Ft		YES (If 'NO' all costs are inclusive of VAT) 61,376				
COST CLASSIFICATIONS	Cost category	Tramps Exp Code	Cost description	Budget £ YE 31/12/2026	Budget £ YE 31/12/2025	Variance £	Variance %	Actual £ YE 31/12/2024	Cost per Sqft	Notes
Schedule 6 - Common Parts Buildings B&C										
MANAGEMENT	Professional Fees	N10400	Landlord's risk assessments, audits and reviews	325.78	0.00	325.78	100%	0.00	0.01	Consultancy fees and other costs associated with the provision and review of the landlord's health and safety (H&S) management systems.
Cost Category Sub-Total				325.78	0.00	325.78	100%	0.00	0.01	
UTILITIES	Electricity	N20500	Electricity	600.00	500.00	100.00	20%	0.00	0.01	Electricity supply to common parts and retained areas and central plant, excluding occupier direct consumption.
	Utility Consultancy	N20900	Utility procurement and consultancy	22.00	0.00	22.00	100%	0.00	0.00	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. Zero Trace Procurement).
Cost Category Sub-Total				622.00	500.00	122.00	24%	0.00	0.01	
SOFT SERVICES	Cleaning and Sustainability	N31100	Cleaning	1,400.00	2,000.00	-600.00	-30%	0.00	0.02	Cleaning of common parts between Buildings B & C.
	Cleaning and Sustainability	N31110	Window cleaning	720.00	0.00	720.00	100%	0.00	0.01	Cleaning of windows, both internally and externally.
Cost Category Sub-Total				2,120.00	2,000.00	120.00	6%	0.00	0.03	
HARD SERVICES	Mechanical and Electrical Services	N41400	M&E maintenance	1,000.00	1,500.00	-500.00	-33%	0.00	0.02	Details of the maintenance contract for the landlord's M&E services, including emergency lighting, fire extinguishers, general lighting and door access control services.
	Mechanical and Electrical Services	N41405	M&E Repair	500.00	0.00	500.00	100%	0.00	0.01	Repairs costs for the landlord's M&E services, as detailed above
	Fabric Repairs and Maintenance	N41700	Fabric repairs and maintenance	1,500.00	1,500.00	0.00	0%	0.00	0.02	Repair and maintenance of the building structure and fabric to the common parts and retained areas.
Cost Category Sub-Total				3,000.00	3,000.00	0.00	0%	0.00	0.05	
Total				6,067.78	5,500.00	567.78	10%	0.00	0.10	

5 SERVICE CHARGE BUDGET DETAIL (BUILDING A LIFT)

CEL159501	The Crescent, Basingstoke 31/12/2026	VAT Elected? Sq.Ft	YES (If 'NO' all costs are inclusive of VAT) 35,381
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COST CLASSIFICATIONS	Cost category	Tramps Exp Code	Cost description	Budget £ YE 31/12/2026	Budget £ YE 31/12/2025	Variance £	Variance %	Actual £ YE 31/12/2024	Cost per Sqft	Notes
Schedule 7 - Building A Lift										
MANAGEMENT	Site Management Resources	N10330	Office costs (telephones/stationery)	500.00	500.00	0.00	0%	0.00	0.01	Costs relating to provision of emergency communication capabilities.
Cost Category Sub-Total				500.00	500.00	0.00	0%	0.00	0.01	
UTILITIES	Electricity	N20500	Electricity	600.00	500.00	100.00	20%	0.00	0.02	Electricity supply to common parts and retained areas, specifically electricity supply to and consumed by lifts. Excluding occupier direct consumption.
	Utility Consultancy	N20900	Utility procurement and consultancy	22.00	0.00	22.00	100%	0.00	0.00	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. <i>Zero Trace Procurement</i>).
Cost Category Sub-Total				622.00	500.00	122.00	24%	0.00	0.02	
HARD SERVICES	Lifts and Escalators	N41500	Lift maintenance contract	2,250.00	2,500.00	-250.00	-10%	0.00	0.06	Details of the maintenance contract for lifts in the common part and retained areas, including the contractor's H&S compliance.
	Lifts and Escalators	N41501	Lift maintenance repair	7,275.00	0.00	7,275.00	100%	0.00	0.21	Repair cost of lifts in the common parts and retained areas. H&S action for a safety LG1 Supplementary Test (£5,250 each) plus a Supplementary Testing for Platform Lifts (VT03 & VT04) - (£525 each) as per LOLER.
Cost Category Sub-Total				9,525.00	2,500.00	7,025.00	281%	0.00	0.27	
INSURANCE	Engineering Insurance	N62100	Engineering insurance	1,200.00	1,200.00	0.00	0%	-	0.03	Landlord's engineering insurances and inspections
Cost Category Sub-Total				1,200.00	1,200.00	0.00	0%	0.00	0.03	
Total				11,847.00	4,700.00	7,147.00	152%	0.00	0.33	

5 SERVICE CHARGE BUDGET DETAIL (BUILDING B LIFTS)

CEL159501	The Crescent, Basingstoke 31/12/2026	VAT Elected? Sq.Ft	YES (If 'NO' all costs are inclusive of VAT) 18,030
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COST CLASSIFICATIONS	Cost category	Tramps Exp Code	Cost description	Budget £ YE 31/12/2026	Budget £ YE 31/12/2025	Variance £	Variance %	Actual £ YE 31/12/2024	Cost per Sqft	Notes
Schedule 8 - Building B Lifts										
MANAGEMENT	Site Management Resources	N10330	Office costs (telephones/stationery)	500.00	500.00	0.00	0%	0.00	0.03	Costs relating to provision of emergency communication capabilities.
Cost Category Sub-Total				500.00	500.00	0.00	0%	0.00	0.03	
UTILITIES	Electricity	N20500	Electricity	600.00	500.00	100.00	20%	0.00	0.03	Electricity supply to common parts and retained areas, specifically electricity supply to and consumed by lifts. Excluding occupier direct consumption.
	Utility Consultancy	N20900	Utility procurement and consultancy	22.00	0.00	22.00	100%	0.00	0.00	Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. <i>Zero Trace Procurement</i>).
Cost Category Sub-Total				622.00	500.00	122.00	24%	0.00	0.03	
HARD SERVICES	Lifts and Escalators	N41500	Lift maintenance contract	2,250.00	4,500.00	-2,250.00	-50%	0.00	0.12	Details of the maintenance contract for lifts in the common parts and retained areas, including the contractor's H&S compliance.
	Lifts and Escalators	N41501	Lift maintenance repair	7,275.00	0.00	7,275.00	100%	0.00	0.40	Repair cost of lifts in the common parts and retained areas. H&S action for a safety LG1 Supplementary Test (£5,250 each) plus a Supplementary Testing for Platform Lifts (VT03 & VT04) - (£525 each) as per LOLER.
Cost Category Sub-Total				9,525.00	4,500.00	5,025.00	112%	0.00	0.53	
INSURANCE	Engineering Insurance	N62100	Engineering insurance	1,200.00	1,200.00	0.00	0%	-	0.07	Landlord's engineering insurances and inspections
Cost Category Sub-Total				1,200.00	1,200.00	0.00	0%	0.00	0.07	
Total				11,847.00	6,700.00	5,147.00	77%	0.00	0.66	

6 APPORTIONMENT

Apportionment Policy

The Landlord apportions costs to occupiers on a fair and reasonable basis with due regard to lease provisions, applying this consistently throughout the property, taking into account the physical size, nature of use, and benefits to and use by the occupier(s).

The Landlord apportionment costs for any vacant units.

Where services are provided for the benefit of specific occupiers only, we allocate these costs to the specific occupiers benefiting from them. For example where there is a consumption of electricity from a common supply, that usage is measured through a sub meter and the costs recharged directly to the tenant.

Service Charge Costs are recovered under several schedules on a pro rata floor area basis:

Schedule 1:	£	191,482.48
Schedule 2:	£	172,659.37
Schedule 3:	£	67,626.59
Schedule 4	£	17,080.00
Schedule 5	£	6,067.78
Schedule 6	£	6,067.78
Schedule 7	£	11,847.00
Schedule 8	£	11,847.00

6 APPORTIONMENT DETAIL

Apportionment Year 31/12/2026

DO NOT PRINT

Unit	Tenant	NIA	Sch 1 - Estate	Sch 2 - Building A	Sch 3 - Building B	Sch 4 - Building C	Sch 5 - A&B	Sch 6 - B&C	Sch 7 - A Lift	Sch 8 - B Lift	Service Charge Payable 2026 £	Previous Year £	Variance £	Rate psf £	SC Cap £	Landlord Liability £
Building A GF & FF RHS	Vision RT	35,381	32.72%	75.65%	0.00%	0.00%	42.30%	0.00%	75.65%	0.00%	204,792.52	202,892.63	1,899.89	£ 5.79	£ -	£ -
Building A FF LHS	Glendine Developments Limited (In Administration)	11,388	10.53%	24.35%	0.00%	0.00%	13.61%	0.00%	24.35%	0.00%	65,916.09	65,304.58	611.51	£ 5.79	£ -	£ 65,916.09
Building B GF	Vision RT	18,848	17.43%	0.00%	51.11%	0.00%	22.53%	30.71%	0.00%	0.00%	71,166.35	79,139.99	-7,973.64	£ 3.78	£ -	£ -
Building B FF	Glendine Developments Limited (In Administration)	18,030	16.67%	0.00%	48.89%	0.00%	21.55%	29.38%	0.00%	100.00%	79,924.74	82,405.33	-2,480.59	£ 4.43	£ -	£ 79,924.74
Building C	ID Sports Gyms Limited	24,498	22.65%	0.00%	0.00%	100.00%	0.00%	39.91%	0.00%	0.00%	62,878.30	54,935.47	7,942.83	£ 2.57	£ 25,279.23	£ 37,599.08
		108,145	100%	100%	100%	100%	100%	100%	100%	100%	484,678.00	484,678.00	0.00	£ 4.48		£ 183,439.91

Schedule	Floors	Area
Schedule 1 - Estate	0	108,145
Schedule 2 - Building A	2	46,769
Schedule 3 - Building B	2	36,878
Schedule 4 - Building C	2	24,498
Schedule 5 - Common Parts A&B	2	83,647
Schedule 6 - Common Parts B&C	2	61,376
Schedule 7 - Building A Lift	2	35,381
Schedule 8 - Building B Lifts	2	18,030

Schedule 1	£	191,482.48
Schedule 2	£	172,659.37
Schedule 3	£	67,626.59
Schedule 4	£	17,080.00
Schedule 5	£	6,067.78
Schedule 6	£	6,067.78
Schedule 7	£	11,847.00
Schedule 8	£	11,847.00
Current Budget Total	£	484,678.00
Budget Previous Sch 1 Total	£	188,674.00
Budget Previous Sch 2 Total	£	178,827.00
Budget Previous Sch 3 Total	£	84,777.00
Budget Previous Sch 4 Total	£	10,000.00
Budget Previous Sch 5 Total	£	5,500.00
Budget Previous Sch 6 Total	£	5,500.00
Budget Previous Sch 7 Total	£	4,700.00
Budget Previous Sch 8 Total	£	6,700.00
Budget Previous Year Total	£	484,678.00

7 MAJOR CONTRACTS

Overview

Contract	Contractor	Value £	Last tendered	Details
Litter Picking & Landscaping	Nurture Landscapes	24,715.19	2024	Year 3 of 3 of service agreement.
Pest Control	Nurture Pest Control	1,000.00	2024	Year 2 of 3 of service agreement.
M&E Contracts	Hemlow	50,000.00	2025	Year 1 of 3 of Service agreement
Waste	Recorra	3,000.00	2025	Year 2 of 3 of service agreement.
Gritting/Snow Clearance	Ground Control	3,200.00	2023	Year 3 of 3 of service agreement. Due to be retendered in 2026.