

Promenades East Condominium Assn. Inc.
Approved Budget 2017 (1/1/17-12/31/17)

		Amount	DESCRIPTION
Income			
	601 · Assessments Fee Income	413,674.32	Same as 2009-2016
	602 · Application Fees Rental/sales	2,800.00	\$233.34/month
	618 · Interest Income	850.00	Interest on accounts & paid finance charges
	619 · Misc. Income		
	619.1 · Insurance Refund	0.00	Insurance Refund flood & Owners Damage
	619.2 · Reimbursed Legal Fees	0.00	Reimbursement of Legal Fees Paid
	619.3 · Faxes/Copies	200.00	Misc. Fax and Copy Charges
	619.4 · Key/Fob Sales	800.00	Key/Fob Sales income
	619.5 · Tax Refunds (Federal & State Tax Refunds)	0.00	Tax refunds
	619.6 · Move in/ Move out fee (Move in/out supervision)	300.00	Move in/out fee, one per 2 months
	619.8 · Dryer Vent Cleaning	0.00	Cleaning of dryer vents
	619.9 · Misc. Income - Other	500.00	Misc. other income, damage reimbursement
	Total 619 · Misc. Income	1,800.00	Total misc. income
	Total Income	419,124.32	Total projected income
Expense			
	800 Payroll		
	800.1 · Manager Salary	65,164.00	Manager salary +1700.00 +3.0%
	800.2 · Payroll Maintenance	16,834.00	Maintenance Tech +500 +3.0%
	800.3 · Payroll Janitor	17,038.00	Janitor +400 2.5%
	800.4 · Clerical	200.00	Office help as needed
	800.5 · Payroll Taxes	7,176.00	Federal & state income taxes due on payroll
	800.6 · Payroll Expenses	524.00	Misc. Fed & State taxes
	800.7 · Unemployment Tax	200.00	Employee unemployment tax
	800.8 · Insurance - Employee Health	7,200.00	\$600/month Manager +\$50/mo.
	800.9 · Advertising - Personnel	180.00	recruitment ad charge
	800.91 · Training/Education	180.00	CAM continuing education, condo seminars
	800.92 · Workers Comp. Insurance	2,900.00	Workers comp. insurance
	Total 800 Payroll	117,596.00	Grand Total Payroll
	6621 · Federal Tax - Corp	100.00	Corporate federal taxes
	801 · Accounting	6,600.00	Dees & Dees monthly charge plus annual audit
	802 · Legal Fees	2,400.00	Misc. legal charges/liens/foreclosures
	807 · Bank Service Charges	210.00	Coupon Book Fees & Misc. +\$140

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	809 - Building Repairs	13,075.00	Parking lot bulbs, plumbing service, Indoor new plants, leak repairs
	816 - Insurance - Condo - General	41,606.00	Includes wind, liability, fidelity, bond & umbrella
	817 - Insurance-Flood	1,799.00	Flood clubhouse insurance
	820 - Office Supplies/Postage	860.00	Paper, printer ink, postage & misc. office supplies
	821 - Miscellaneous / Contingencies		
	821.1 - Recreation Fund	825.00	Functions, Christmas supplies
	821.2 - Employee Recognition	335.00	Employee birthday/holiday
	821.3 - Miscellaneous / Contingencies - Other	2,200.00	Misc. uncategorized expenses
	Total 821 - Miscellaneous / Contingencies	3,360.00	Total Misc/Contingencies
	822 - Inspections /Licenses / Permits	960.00	Pool license, elev. Permits
	823 - Filing Fees-annual condo	588.00	Annual Condo filing fees
	830 - Grounds Care		
	830.1 - Lawn Service Contract	13,200.00	\$1000/mo. Lawn & \$100/mo. Irrigation
	830.2 - Plants	1,200.00	Misc plant replacement/additions
	830.3 - Spraying/ Fertilizing Lawn	220.00	2 times per year @ \$110 per application material & labor
	830.4 - Tree Trimming	400.00	Additional Tree trimming
	830.5 - Mulch	2,400.00	Remulch all beds
	830.6 - Irrigation Repair	1,200.00	Irrigation repair parts and service, pump?
	Total 830 - Grounds Care	18,620.00	
	837 - Misc. Outside Services		
	837.1 - Janitor Service	600.00	Floor strip and wax
	837.2 - Move In/Out Supervision	300.00	Move in/out fee, one per 2 months
	837.4 - Waste Management	740.00	Dumping fees
	837.5 - Carpet Cleaning	0.00	Shampoo all common area carpet
	837.6 - Misc. Outside Services- Other	4,200.00	Drywall repairs, assoc. leak repairs
	Total 837 - Misc. Outside Services	5,840.00	
	844 - Small Tools	450.00	Misc tools
	845 - Gas for Errands	360.00	\$30/month
	851 - Janitorial Supplies	500.00	Paper towels, toilet paper, cleaning supplies
	852 - Paint, Lamps & Hardware	2,500.00	Light bulbs, ballasts, paint and misc. hardware
	853 - Equipment Rental & repair	200.00	Lift rental (parking lot lights)
	854 - Air Conditioning repair/service	1,400.00	Annual AC service & Misc. repairs
	859 - Background checks	1,200.00	2/month @ \$50.00 each

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	860 · Work Clothes	250.00	7 shirts each for two employees
	862 · Pool & Spa		
	862.1 · Pool & Spa Filters/ Repair	2,250.00	Filters replacement, stenner repairs & one pump replacement -\$500.00
	862.2 · Pool & Spa Service	7,120.00	Pool service contract, Howards Pool World -\$160.00
	Total 862 · Pool & Spa	9,370.00	Total pool & spa
	873 · Diesel fuel- Fire pump	450.00	Diesel fuel delivered
	874 · LP fuel for generator	250.00	LP fuel delivered
	875 · Elevator Maintenance	5,852.00	Elevator maintenance contract + monitoring fee + misc. non-contract repairs
	877 · Fire Arrest System		
	877.1 · Fire Alarm Serv-Insp-Repair	2,400.00	Alarm & standpipe inspections & fire pump repairs -\$1000.00
	877.2 · Fire Extinguisher Insp-Repair	520.00	Annual fire extinguisher service/recharge/replace
	877.3 · Exit Lighting Insp-Repair	250.00	Annual Emergency Lighting Insp.
	877.4 · Sprinkler Insp-Repair	1,650.00	Annual Fire Sprinkler Insp-Repair +\$600.00
	Total 877 · Fire Arrest System	4,820.00	Total fire system
	878 · Diesel & Fire Pump Contract	1,280.00	Contracted amount AA Generator
	879 · Annual Backflow Water Insp	200.00	Inspection of water valves & backflow -\$50.00
	880 · Pest Control		
	880.1 · Inside Pest Control	3,351.00	Bi-monthly unit
	880.2 · Outside Pest Control	3,150.00	Per qtr. grounds + garage ceiling
	Total 880 · Pest Control	6,501.00	Total pest control
	892 · Water/Sewer	100,361.00	Main building & Clubhouse/pool water & sewer -\$588.00
	893 · Electric	29,313.00	Electric, common main bldg. & clubhouse/pool +\$400.00
	894 · Telephone	3,620.00	Main Phone, Fax, Elev Phones, Fire sys phone lines, cell phone, internet access
	896 · Office Equipment		
	896.1 · Office equipment Repair	949.32	PC, printer repairs, entry sys. Repairs
	896.2 · Hardware	600.00	Copier, Phone & misc. hardware
	896.3 · Computer Software	400.00	Software/upgrades + QuickBooks payroll
	896.4 · Office Equipment - Other	200.00	Misc. other office equipment
	Total 896 · Office Equipment	2,149.32	Total office equipment
	899 · Bad Debts	1,000.00	Bad debt write off
	900 · Payment to Reserves	33,484.00	Full funding of reserve +\$539.00
	Total Expense	419,124.32	Total expenses for the year
		419,124.32	Total income for the year
	VARIENCE	0.00	overage/(shortage)