

**Promenades East Condominium Assn. Inc.  
Proposed Budget 2018 (1/1/18-12/31/18)**

		Amount	DESCRIPTION
<b>Income</b>			
	<b>601 · Assessments Fee Income</b>	<b>430,541.55</b>	\$16,867.23 increase over last year 4.1% increase
	<b>602 · Application Fees Rental/sales</b>	2,800.00	\$233.34/month
	<b>618 · Interest Income</b>	2,600.00	Interest on accounts & paid finance charges
	<b>619 · Misc. Income</b>		
	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	1,200.00	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)	600.00	Move in/out fee, one per month
	619.8 · Dryer Vent Cleaning	0.00	Cleaning of dryer vents
	619.9 · Misc. Income - Other	500.00	Misc. other income, damage reimbursement
	<b>Total 619 · Misc. Income</b>	<b>2,500.00</b>	Total misc. income
	<b>Total Income</b>	<b>438,441.55</b>	Total projected income
<b>Expense</b>			
	<b>800 Payroll</b>		
	800.1 · Manager Salary	68,636.30	Manager salary +3.5% +\$3472.30
	800.2 · Payroll Maintenance	0.00	No Maintenance Tech. Position
	800.3 · Payroll Janitor	36,200.00	Add Another Part Time Janitor, 10 am- 4 pm +\$2328.00
	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	224.00	Misc. Fed & State taxes +\$300.00
	800.7 · Unemployment Tax	200.00	Employee unemployment tax
	800.8 · Insurance - Employee Health	7,200.00	\$600/month Manager
	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	3,307.00	Workers comp. insurance +\$407
	<b>Total 800 Payroll</b>	<b>123,503.30</b>	Grand Total Payroll
	<b>6621 · Federal Tax - Corp</b>	100.00	Corporate federal taxes
	<b>801 · Accounting</b>	6,400.00	Dees & Dees monthly charge plus annual audit -\$200.00
	<b>802 · Legal Fees</b>	1,400.00	Misc. legal charges/liens/foreclosures -\$1000.00
	<b>807 · Bank Service Charges</b>	210.00	Coupon Book Fees & Misc.

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	<b>809 - Building Repairs</b>	13,575.00	Parking lot bulbs, plumbing service, leak repairs +\$500.00
	<b>816 - Insurance - Condo - General</b>	31,606.00	Includes wind, liability, fidelity, bond & umbrella -\$10,000.00
	<b>817 - Insurance-Flood</b>	1,800.00	Flood clubhouse insurance
	<b>820 - Office Supplies/Postage</b>	860.00	Paper, printer ink, postage & misc. office supplies
	<b>821 - Miscellaneous / Contingencies</b>		
	821.1 - Recreation Fund	825.00	Functions, Christmas supplies
	821.2 - Employee Recognition	335.00	Employee birthday/holiday
	821.3 - Miscellaneous / Contingencies - Other	1,800.00	Misc. uncategorized expenses -\$400.00
	<b>Total 821 - Miscellaneous / Contingencies</b>	<b>2,960.00</b>	Total Misc/Contingencies
	<b>822 - Inspections /Licenses / Permits</b>	611.25	Pool license, elev. Permits
	<b>823 - Filing Fees-annual condo</b>	588.00	Annual Condo filing fees
	<b>830 - Grounds Care</b>		
	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	110.00	\$110 per application material & labor
	830.4 - Tree Trimming	3,900.00	Additional Tree trimming, Perimeter Palms +\$3500.00
	830.5 - Mulch	3,400.00	Remulch all beds + Canal Bank +\$1000.00
	830.6 - Irrigation Repair	1,200.00	Irrigation repair parts and service, pump?
	<b>Total 830 - Grounds Care</b>	<b>23,010.00</b>	
	<b>837 - Misc. Outside Services</b>		
	837.1 - Janitor Service	4,100.00	Misc. extra cleaning & window cleaning +\$3500.00
	837.2 - Move In/Out Supervision	300.00	Move in/out fee, one per 2 months
	837.4 - Waste Management	1,350.00	Dumping fees +\$610.00
	837.5 - Carpet Cleaning	3,500.00	Shampoo all common area carpet +\$3500.00
	837.6 - Misc. Outside Services- Other	6,500.00	Drywall repairs, assoc. leak repairs, install/remove Christmas lights +\$2300.00
	<b>Total 837 - Misc. Outside Services</b>	<b>15,750.00</b>	
	<b>844 - Small Tools</b>	450.00	Misc tools
	<b>845 - Gas for Errands</b>	360.00	\$30/month
	<b>851 - Janitorial Supplies</b>	600.00	Paper towels, toilet paper, cleaning supplies +\$100.00
	<b>852 - Paint, Lamps &amp; Hardware</b>	2,200.00	Light bulbs, ballasts, paint and misc. hardware -\$300.00
	<b>853 - Equipment Rental &amp; repair</b>	200.00	Lift rental (parking lot lights)
	<b>854 - Air Conditioning repair/service</b>	2,600.00	Quarterly AC service & Misc. repairs +\$1200.00
	<b>859 - Background checks</b>	1,200.00	2/month @ \$50.00 each

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	<b>860 · Work Clothes</b>	250.00	7 shirts each for two employees
	<b>862 · Pool &amp; Spa</b>		
	862.1 · Pool & Spa Filters/ Repair	2,250.00	Filters replacement, stenner repairs & one pump replacement
	862.2 · Pool & Spa Service	7,120.00	Pool service contract, Howards Pool World
	<b>Total 862 · Pool &amp; Spa</b>	<b>9,370.00</b>	Total pool & spa
	<b>873 · Diesel fuel- Fire pump</b>	450.00	Diesel fuel delivered
	<b>874 · LP fuel for generator</b>	250.00	LP fuel delivered
	<b>875 · Elevator Maintenance</b>	5,852.00	Elevator maintenance contract + monitoring fee + misc. non-contract repairs
	<b>877 · Fire Arrest System</b>		
	877.1 · Fire Alarm Serv-Insp-Repair	4,200.00	Alarm & standpipe inspections & fire pump repairs +\$1800.00
	877.2 · Fire Extinguisher Insp-Repair	520.00	Annual fire extinguisher service/recharge/replace
	877.3 · Exit Lighting Insp-Repair	200.00	Annual Emergency Lighting Insp.
	877.4 · Sprinkler Insp-Repair	1,200.00	Annual Fire Sprinkler Insp-Repair -\$450.00
	<b>Total 877 · Fire Arrest System</b>	<b>6,120.00</b>	Total fire system
	<b>878 · Diesel &amp; Fire Pump Contract</b>	1,280.00	Contracted amount AA Generator
	<b>879 · Annual Backflow Water Insp</b>	200.00	Inspection of water valves & backflow -\$50.00
	<b>880 · Pest Control</b>		
	880.1 · Inside Pest Control	3,351.00	Bi-monthly unit
	880.2 · Outside Pest Control	3,000.00	Per qtr. grounds + garage ceiling + Grubs
	<b>Total 880 · Pest Control</b>	<b>6,351.00</b>	Total pest control
	<b>892 · Water/Sewer</b>	102,361.00	Main building & Clubhouse/pool water & sewer +2K
	<b>893 · Electric</b>	31,313.00	Electric, common main bldg. & clubhouse/pool +2k
	<b>894 · Telephone</b>	3,620.00	Main Phone, Fax, Elev Phones, Fire sys phone lines, cell phone, internet access
	<b>896 · Office Equipment</b>		
	896.1 · Office equipment Repair	1,500.00	PC, printer repairs, entry sys. Repairs +\$550.68
	896.2 · Hardware	400.00	Copier, Phone & misc. hardware -\$200.00
	896.3 · Computer Software	400.00	Software/upgrades + QuickBooks payroll
	896.4 · Office Equipment - Other	200.00	Misc. other office equipment
	<b>Total 896 · Office Equipment</b>	<b>2,500.00</b>	Total office equipment
	<b>899 · Bad Debts</b>	1,000.00	Bad debt write off
	<b>900 · Payment to Reserves</b>	37,541.00	Full funding of reserve + \$4057.00
	<b>Total Expense</b>	<b>438,441.55</b>	Total expenses for the year
		<b>438,441.55</b>	Total income for the year
	<b>VARIENCE</b>	<b>0.00</b>	overage/(shortage)