

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

		Amount	DESCRIPTION
Income			
	601 · Assessments Fee Income	430,541.55	\$16,867.23 increase over last year 4.1% increase
	602 · Application Fees Rental/sales	2,800.00	\$233.34/month
	618 · Interest Income	2,600.00	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	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
	Total 619 · Misc. Income	2,500.00	Total misc. income
	Total Income	438,441.55	Total projected income
Expense			
	800 Payroll		
	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
	Total 800 Payroll	123,503.30	Grand Total Payroll
	6621 · Federal Tax - Corp	100.00	Corporate federal taxes
	801 · Accounting	6,400.00	Dees & Dees monthly charge plus annual audit -\$200.00
	802 · Legal Fees	1,400.00	Misc. legal charges/liens/foreclosures -\$1000.00
	807 · Bank Service Charges	210.00	Coupon Book Fees & Misc.

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	809 · Building Repairs	13,575.00	Parking lot bulbs, plumbing service, leak repairs +\$500.00
	816 · Insurance - Condo - General	31,606.00	Includes wind, liability, fidelity, bond & umbrella -\$10,000.00
	817 · Insurance-Flood	1,800.00	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	1,800.00	Misc. uncategorized expenses -\$400.00
	Total 821 · Miscellaneous / Contingencies	2,960.00	Total Misc/Contingencies
	822 · Inspections /Licenses / Permits	611.25	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	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?
	Total 830 · Grounds Care	23,010.00	
	837 · Misc. Outside Services		
	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
	Total 837 · Misc. Outside Services	15,750.00	
	844 · Small Tools	450.00	Misc tools
	845 · Gas for Errands	360.00	\$30/month
	851 · Janitorial Supplies	600.00	Paper towels, toilet paper, cleaning supplies +\$100.00
	852 · Paint, Lamps & Hardware	2,200.00	Light bulbs, ballasts, paint and misc. hardware -\$300.00
	853 · Equipment Rental & repair	200.00	Lift rental (parking lot lights)
	854 · Air Conditioning repair/service	2,600.00	Quarterly AC service & Misc. repairs +\$1200.00
	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
	862.2 · Pool & Spa Service	7,120.00	Pool service contract, Howards Pool World
	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	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
	Total 877 · Fire Arrest System	6,120.00	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	3,000.00	Per qtr. grounds + garage ceiling + Grubs
	Total 880 · Pest Control	6,351.00	Total pest control
	892 · Water/Sewer	102,361.00	Main building & Clubhouse/pool water & sewer +2K
	893 · Electric	31,313.00	Electric, common main bldg. & clubhouse/pool +2k
	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	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
	Total 896 · Office Equipment	2,500.00	Total office equipment
	899 · Bad Debts	1,000.00	Bad debt write off
	900 · Payment to Reserves	37,541.00	Full funding of reserve + \$4057.00
	Total Expense	438,441.55	Total expenses for the year
		438,441.55	Total income for the year

Cash Basis

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Proposed:10/9/17
Approved:11/13/17

		Amount	DESCRIPTION
VARIANCE		0.00	overage/(shortage)