

**Promenades East Condominium Assn. Inc.
Proposed Budget 2021 (1/1/21-12/31/21)**

Income		Amount	DESCRIPTION
	601 · Assessments Fee Income	473,260.25	Same Assessment as 2020
	602 · Application Fees Rental/sales	3,000.00	\$250/month
	618 · Interest Income	1,000.00	Interest on accounts & paid finance charges
	619 · Misc. Income		
	619.1 · Insurance Refund	0.00	Insurance Refund flood & Owners Damage
	619.2 · Rembursed 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	700.00	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)	0.00	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	1,400.00	Total misc. income
Total Income		478,660.25	Total projected income
Expense			
	800 Payroll		
	800.1 · Manager Salary	76,282.00	Manager salary 5%
	800.25 · Payroll Outside Service	25,200.00	Outside Janitor
	800.3 · Payroll Janitor	20,320.00	1 Janitor
	800.4 · Clerical	200.00	Office help as needed
	800.5 · Payroll Taxes	7,236.00	Federal & state income taxes due on payroll
	800.6 · Payroll Expenses	220.00	Misc. Fed & State taxes
	800.7 · Unemployment Tax	100.00	Employee unemployment tax
	800.8 · Insurance - Employee Health	7,200.00	\$600/month Manager
	800.9 · Advertising - Personnel	200.00	recruitment ad charge
	800.91 · Training/Education	200.00	CAM continuing education, condo seminars
	800.92 · Workers Comp. Insurance	1,800.00	Workers comp. insurance
	Total 800 Payroll	138,958.00	Grand Total Payroll
	6621 · Federal Tax - Corp	100.00	Corporate federal taxes
	801 · Accounting	6,400.00	Dees & Dees monthly charge plus annual audit
	802 · Legal Fees	1,500.00	Misc. legal charges/liens/foreclosures
	807 · Bank Service Charges	200.00	Coupon Book Fees & Misc.
	809 · Building Repairs	11,747.00	Parking lot bulbs, plumbing service, leak repairs, 2K Decorating

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	816 · Insurance - Condo - General	45,123.00	Includes wind, liability, fidelity, bond & umbrella
	817 · Insurance-Flood	2,100.00	Flood clubhouse insurance
	820 · Office Supplies/Postage	800.00	Paper, printer ink, postage & misc. office supplies
	821 · Miscellaneous / Contingencies		
	821.1 · Recreation Fund	1,000.00	Functions, Christmas supplies
	821.2 · Employee Recognition	350.00	Employee birthday/holiday
	821.3 · Miscellaneous / Contingencies - Other	1,800.00	Misc. uncategorized expenses
	Total 821 · Miscellaneous / Contingencies	3,150.00	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	14,400.00	\$1100/mo. Lawn & \$100/mo. Irrigation
	830.2 · Plants	800.00	Misc plant replacement/additions
	830.3 · Spraying/ Fertilizing Lawn	200.00	Application material & labor
	830.4 · Tree Trimming	4,200.00	Additional Tree trimming, Perimeter Palms
	830.5 · Mulch	2,500.00	Remulch all beds
	830.6 · Irrigation Repair	1,400.00	Irrigation repair parts and service, pump?
	Total 830 · Grounds Care	23,500.00	
	837 · Misc. Outside Services		
	837.1 · Janitor Service	3,200.00	Misc.extra cleaning & window cleaning
	837.2 · Move In/Out Supervision	0.00	Move in/out fee
	837.4 · Waste Management	1,000.00	Dumping fees
	837.5 · Carpet Cleaning	4,800.00	Shampoo all common area carpet
	837.6 · Misc. Outside Services- Other	2,500.00	Drywall repairs, assoc. leak repairs, install/remove Christmas lights
	Total 837 · Misc. Outside Services	11,500.00	
	844 · Small Tools	300.00	Misc tools
	845 · Gas for Errands	360.00	\$30/month
	851 · Janitorial Supplies	1,200.00	Paper towels, toilet paper, cleaning supplies
	852 · Paint, Lamps & Hardware	1,800.00	Light bulbs, ballasts, paint and misc. hardware
	853 · Equipment Rental & repair	200.00	Lift rental (parking lot lights)
	854 · Air Conditioning repair/service	2,400.00	Quarterly AC service & Misc. repairs
	859 · Background checks	1,200.00	\$100.00/month
	860 · Work Clothes	240.00	7 shirts each for two employees

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Income		Amount	DESCRIPTION
862 · Pool & Spa			
	862.1 · Pool & Spa Filters/ Repair	2,250.00	Filters replacement, stenner repairs & one pump replacement
	862.2 · Pool & Spa Service	7,600.00	Pool service contract, Howards Pool World
Total 862 · Pool & Spa		9,850.00	Total pool & spa
873 · Diesel fuel- Fire pump		450.00	Diesel fuel delivered
874 · LP fuel for generator		0.00	LP fuel delivered
875 · Elevator Maintenance		6,000.00	Elevator maintenance contract + monitoring fee + misc. non-contract repairs
877 · Fire Arrest System			
	877.1 · Fire Alarm Serv-Insp-Repair	2,800.00	Alarm & standpipe inspections & fire pump repairs
	877.2 · Fire Extinguisher Insp-Repair	360.00	Annual fire extinguisher service/recharge/replace
	877.3 · Exit Lighting Insp-Repair	250.00	Annual Emergency Lighting Insp.
	877.4 · Sprinkler Insp-Repair	1,200.00	Annual Fire Sprinkler Insp-Repair
Total 877 · Fire Arrest System		4,610.00	Total fire system
878 · Diesel & Fire Pump Contract		1,600.00	Contracted amount AA Generator
879 · Annual Backflow Water Insp		140.00	Inspection of water valves & backflow
880 · Pest Control			
	880.1 · Inside Pest Control	1,300.00	2/year unit
	880.2 · Outside Pest Control	1,600.00	Per qtr. Grounds
Total 880 · Pest Control		2,900.00	Total pest control
892 · Water/Sewer		128,104.00	Main building & Clubhouse/pool water & sewer
893 · Electric		27,200.00	Electric, common main bldg. & clubhouse/pool
894 · Telephone		3,955.00	Main Phone, Fax, Elev Phones, Fire sys phone lines, cell phone, internet access
896 · Office Equipment			
	896.1 · Office equipment Repair	400.00	PC, printer repairs, entry sys. Repairs,
	896.2 · Hardware	600.00	Copier, Phone & misc. hardware,
	896.3 · Computer Software	360.00	Software/upgrades + QuickBooks payroll
	896.4 · Office Equipment - Other	200.00	Misc. other office equipment
Total 896 · Office Equipment		1,560.00	Total office equipment
899 · Bad Debts		1,000.00	Bad debt write off
900 · Payment to Reserves		37,314.00	Full funding of reserve
Total Expense		478,660.25	Total expenses for the year
		478,660.25	Total income for the year
VARIENCE		0.00	overage/(shortage)