

**Promenades East Condominium Assn. Inc.
Approved Budget 2025 (1/1/25-12/31/25)**

	A	B	C	D	E
1	Income			Amount	DESCRIPTION
2			601 · Assessments Fee Income	656,734.00	Increase of \$46,202
3			602 · Application Fees Rental/sales	3,600.00	\$300/month
4			618 · Interest Income	3,000.00	Interest on accounts & paid finance charges
5			619 · Misc. Income		
6			619.1 · Insurance Refund	0.00	Insurance Refund flood & Owners Damage
7			619.2 · Reimbursed Legal Fees	0.00	Reimbursement of Legal Fees Paid
8			619.3 · Faxes/Copies	250.00	Misc. Fax and Copy Charges
9			619.4 · Key/Fob Sales	800.00	Key/Fob Sales income -\$200
10			619.5 · Tax Refunds (Federal & State Tax Refunds)	0.00	Tax refunds
11			619.6 · Move in/ Move out fee (Move in/out supervision)	0.00	Move in/out fee, one per month
12			619.8 · Dryer Vent Cleaning	0.00	Cleaning of dryer vents
13			619.9 · Misc. Income - Other	4,000.00	Misc. other income, damage reimbursement +\$1500
14			Total 619 · Misc. Income	5,050.00	Total misc. income
15			Total Income	668,384.00	Total projected income
16	Expense				
17			800 Payroll		
18			800.1 · Manager Salary	84,469.00	Manager salary
19			800.2 · Payroll Maintenance	39,000.00	1 Maint. Tech. 40 hours/week +\$2600
20			800.25 · Payroll Outside Service	1,000.00	Outside Janitor
21			800.3 · Payroll Janitor	32,240.00	1 Janitor 40 hours/week +\$6032
22			800.4 · Clerical	200.00	Office help as needed
23			800.5 · Payroll Taxes	10,800.00	Federal & state income taxes due on payroll +\$400
24			800.6 · Payroll Expenses	800.00	Misc. Fed & State taxes
25			800.7 · Unemployment Tax	0.00	Employee unemployment tax
26			800.9 · Advertising - Personnel	200.00	recruitment ad charge
27			800.91 · Training/Education	200.00	CAM continuing education, condo seminars
28			800.92 · Workers Comp. Insurance	2,780.00	Workers comp. insurance
29			Total 800 Payroll	171,689.00	Grand Total Payroll
30			6621 · Federal Tax - Corp	0.00	Corporate federal taxes -\$100
31			801 · Accounting	6,800.00	Dees & Dees monthly charge plus annual audit +\$300
32			802 · Legal Fees	2,400.00	Misc. legal charges/liens/foreclosures
33			807 · Bank Service Charges	500.00	Coupon Book Fees & Misc. +100

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1	Income			Amount	DESCRIPTION
34			809 · Building Repairs	9,000.00	Parking lot bulbs, plumbing service, leak repairs, 2K Decorating
35			816 · Insurance - Condo - General	110,000.00	Includes wind, liability, fidelity, bond & umbrella, +\$40,000
36			817 · Insurance-Flood		Flood clubhouse insurance
37			820 · Office Supplies/Postage	900.00	Paper, printer ink, postage & misc. office supplies
38			821 · Miscellaneous / Contingencies		
39			821.1 · Recreation Fund	1,200.00	Functions, Christmas supplies
40			821.2 · Employee Recognition	350.00	Employee Holiday
41			821.3 · Miscellaneous / Contingencies - Other	2,000.00	Misc. uncategorized expenses
42			Total 821 · Miscellaneous / Contingencies	3,550.00	Total Misc/Contingencies
43			822 · Inspections /Licenses / Permits	700.00	Pool license, elev. Permits
44			823 · Filing Fees-annual condo	588.00	Annual Condo filing fees
45			830 · Grounds Care		
46			830.1 · Lawn Service Contract	19,200.00	\$1600/mo. +1200
47			830.2 · Plants	1,200.00	Misc plant replacement/additions
48			830.3 · Spraying/ Fertilizing Lawn	300.00	Application material & labor
49			830.4 · Tree Trimming	6,200.00	Additional Tree trimming, Perimeter Palms +\$800
50			830.5 · Mulch	3,800.00	Remulch all beds +\$400
51			830.6 · Irrigation Repair	1,200.00	Irrigation repair parts and service
52			Total 830 · Grounds Care	31,900.00	
53			837 · Misc. Outside Services		
54			837.1 · Janitor Service	1,200.00	Misc.extra cleaning
55			837.4 · Waste Management	900.00	Dumping fees
56			837.5 · Carpet Cleaning	4,000.00	Shampoo all common area carpet +\$500
57			837.6 · Misc. Outside Services- Other	3,600.00	Drywall repairs, assoc. leak repairs, install/remove Christmas Lights
58			Total 837 · Misc. Outside Services	9,700.00	
59			844 · Small Tools	300.00	Misc tools
60			845 · Gas for Errands	600.00	\$50/month 1 Employees -\$120
61			851 · Janitorial Supplies	1,450.00	Paper towels, toilet paper, cleaning supplies +\$250
62			852 · Paint, Lamps & Hardware	3,200.00	Light bulbs, ballasts, paint and misc. hardware +\$200
63			853 · Equipment Rental & repair	200.00	Lift rental (parking lot lights)
64			854 · Air Conditioning repair/service	3,200.00	Quarterly AC service & Misc. repairs +\$600
65			859 · Background checks	1,200.00	\$100/month -\$600
66			860 · Work Clothes	300.00	10 shirts each for two employees

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1	Income			Amount	DESCRIPTION
67		862	Pool & Spa		
68		862.1	Pool & Spa Filters/ Repair	3,600.00	Filters replacement, stenner repairs & one pump replacement
69		862.2	Pool & Spa Service	7,500.00	Pool service contract, Kast Pools -\$900
70			Total 862 - Pool & Spa	11,100.00	Total pool & spa
71		873	Diesel fuel- Fire pump	450.00	Diesel fuel delivered
72		874	LP fuel for generator	300.00	LP fuel delivered
73		875	Elevator Maintenance	6,800.00	Elevator maintenance contract + monitoring fee + misc. non-contract repairs +300
74		877	Fire Arrest System		
75		877.1	Fire Alarm Serv-Insp-Repair	2,500.00	Alarm & standpipe inspections & fire pump repairs -300
76		877.2	Fire Extinguisher Insp-Repair	500.00	Annual fire extinguisher service/recharge/replace
77		877.3	Exit Lighting Insp-Repair	500.00	Annual Emergency Lighting Insp. +\$100
78		877.4	Sprinkler Insp-Repair	2,000.00	Annual Fire Sprinkler Insp-Repair -\$500
79			Total 877 - Fire Arrest System	5,500.00	Total fire system
80		878	Gen & Fire Pump Contract	2,200.00	Contracted amount Detroit Diesel + Repairs -\$1000
81		879	Annual Backflow Water Insp	280.00	Inspection of water valves & backflow
82		880	Pest Control		
83		880.1	Inside Pest Control	1,300.00	2/year unit
84		880.2	Outside Pest Control	1,800.00	Per qtr. Grounds
85			Total 880 - Pest Control	3,100.00	Total pest control
86		892	Water/Sewer	147,477.00	Main building & Clubhouse/pool water & sewer
87		893	Electric	36,400.00	Electric, common main bldg. & clubhouse/pool -\$2000
88		894	Telephone	3,600.00	Main Phone, Fax, Elev Phones, Fire sys phone lines, cell phone, internet access -\$500
89		896	Office Equipment		
90		896.1	Office equipment Repair	1,200.00	PC, printer repairs, entry sys. Repairs, +\$117
91		896.2	Hardware	900.00	Copier, Phone & misc. hardware +\$300
92		896.3	Computer Software	1,200.00	Software/upgrades + QuickBooks payroll +320
93		896.4	Office Equipment - Other	200.00	Misc. other office equipment
94			Total 896 - Office Equipment	3,500.00	Total office equipment
95		899	Bad Debts	1,000.00	Bad debt write off
96		900	Payment to Reserves	88,500.00	Full funding of reserve +\$32,773
97			Total Expense	668,384.00	Total expenses for the year
98				668,384.00	Total income for the year
99			VARIENCE	0.00	overage/(shortage)