

DANA POINT

WORK BUDGET FOR 2012

INCOME	2012 BUDGET	2011 BUDGET	INCREASE (DECREASE)
ASSESSMENT INCOME			
5120 Rental Income	67,260.00	69,060.00	(1,800.00)
5220 Rental Vacancy	(4,860.00)	(3,480.00)	(1,380.00)
5130 Assessments	1,305,472.00	1,310,108.00	(4,636.00)
5135 Replacement Reserve Assessment	499,824.00	321,180.00	178,644.00
5136 Operating Contingency	4,800.00	4,800.00	0.00
5137 Special Assessment	0.00	0.00	0.00
5151 Bank Loan Payment	21,000.00	138,696.00	(117,696.00)
TOTAL ASSESSMENTS:		1,893,496.00	1,840,364.00
FINANCIAL INCOME			
5417 Interest Income - Reserve Accounts	2,700.00	4,800.00	(2,100.00)
5418 Interest Income - Operating Account	600.00	600.00	0.00
TOTAL FINANCIAL:		3,300.00	5,400.00
OTHER INCOME			
5301 Laundry Room Income	50,600.00	50,508.00	92.00
5903 Late Fees	4,200.00	4,200.00	0.00
5909 Miscellaneous Sundry Income	6,000.00	6,000.00	0.00
5913 Legal Fees & Tax Rebate Charged Back	1,200.00	1,200.00	0.00
5914 Fines & Violations	600.00	600.00	0.00
5915 Document Sales Fees	3,000.00	3,000.00	0.00
5919 Moving Fees	4,500.00	4,500.00	0.00
5990 Storage Lockers Fees	12,960.00	12,960.00	0.00
TOTAL OTHER:		83,060.00	82,968.00
TOTAL INCOME:		1,979,856.00	1,928,732.00
51,124.00			

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EXPENSES			
ADMINISTRATIVE EXPENSES			
6311 Office	4,524.00	4,524.00	0.00
6312 Office Equipment	5,820.00	5,820.00	0.00
6313 Printing	3,420.00	3,420.00	0.00
6314 Postage	2,700.00	2,700.00	0.00
6320 Management Fee	142,140.00	142,140.00	0.00
6330 Social Activity	1,200.00	1,500.00	(300.00)
6340 Legal Retainer	6,000.00	6,000.00	0.00
6341 Legal Collection Expense	900.00	900.00	0.00
6350 Accounting Fee	8,000.00	7,000.00	1,000.00
63551 Payroll Processing	1,392.00	1,092.00	300.00
6360 All Telephone Systems	25,680.00	27,600.00	(1,920.00)
6363 All Fire Protection Systems	20,400.00	19,500.00	900.00
6377 Bad Debts/Write Offs	6,000.00	6,000.00	0.00
6380 Newsletter/Communication	600.00	1,200.00	(600.00)
6381 Recording Secretary	1,152.00	1,152.00	0.00
6383 Renting Expense	4,100.00	5,100.00	(1,000.00)
6387 Bank Service Fees	3,600.00	5,880.00	(2,280.00)
6390 Miscellaneous Expenses	1,200.00	1,200.00	0.00
TOTAL ADMINISTRATIVE:	238,828.00	242,728.00	(3,900.00)
OPERATING EXPENSES			
6431 Janitorial Supplies	2,700.00	3,000.00	(300.00)
6432 Janitorial Service	100,800.00	101,220.00	(420.00)
6433 Bulbs & Tubes	4,020.00	3,960.00	60.00
6434 Staff Uniforms	1,200.00	1,200.00	0.00
6435 Locks/Keys/Transmitters	4,200.00	4,500.00	(300.00)
6441 Vehicle Expense	900.00	1,200.00	(300.00)
6450 Electricity	83,600.00	90,300.00	(6,700.00)
6451 Water	113,604.00	108,600.00	5,004.00
6452 Gas	99,000.00	99,000.00	0.00
6460 Building Equipment	11,640.00	11,640.00	0.00
6462 Exterminating	9,220.00	7,520.00	1,700.00
6469 Garbage Chutes & Compactors	3,000.00	3,104.00	(104.00)
6470 Garbage Collection	41,604.00	41,604.00	0.00
6491 Licenses & Fees	3,400.00	3,400.00	0.00
TOTAL OPERATING:	478,888.00	480,248.00	(1,360.00)

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POOL EXPENSES			
6500 Pool - Contract	26,800.00	26,800.00	0.00
6501 Pool - Chemicals & Supplies	1,200.00	1,200.00	0.00
6503 Pool - Maintenance and Repairs	1,500.00	1,500.00	0.00
6506 Pool - Tags & Miscellaneous	1,200.00	1,200.00	0.00
TOTAL POOL:	30,700.00	30,700.00	0.00
MAINTENANCE EXPENSES			
6514 Security Systems	12,000.00	12,000.00	0.00
6520 Tree Care Contract	17,520.00	16,150.00	1,370.00
6521 Landscape Supplies	31,660.00	31,660.00	0.00
6525 Landscape Maintenance Contract	90,120.00	93,800.00	(3,680.00)
6527 Road Seal Coating & Repairs	19,100.00	19,100.00	0.00
6530 De-Icing Agents	30,000.00	30,000.00	0.00
6541 Staff Purchased Repairs Materials	4,200.00	4,200.00	0.00
6542 General Contractor Repairs	6,000.00	6,000.00	0.00
6543 Carpet Cleaning	33,470.00	33,470.00	0.00
6545 Roof Repairs	16,000.00	13,450.00	2,550.00
6549 Maintenance Staff Payroll	144,792.00	144,792.00	0.00
6550 Elevator Repairs	33,360.00	38,160.00	(4,800.00)
6552 HVAC Repairs	15,000.00	15,000.00	0.00
6554 Concrete Repairs	7,000.00	7,000.00	0.00
6555 Electrical Repairs	3,600.00	3,600.00	0.00
6556 Plumbing Repairs	15,120.00	15,120.00	0.00
6559 Masonry Repairs	36,000.00	36,000.00	0.00
6562 Interior Painting	7,020.00	7,020.00	0.00
6565 Exterior Painting	9,700.00	9,700.00	0.00
6593 Garage Repairs	20,000.00	20,000.00	0.00
TOTAL MAINTENANCE:	551,662.00	556,222.00	(4,560.00)

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TAX & INSURANCE			
6711 Employees FICA	10,800.00	10,800.00	0.00
6712 Employees Federal U.E.C.	172.00	170.00	2.00
6713 Employees State U.E.C.	1,224.00	1,230.00	(6.00)
6720 Property Insurance	122,846.00	122,846.00	0.00
6721 Employees Workman's Compensation	5,600.00	5,600.00	0.00
6723 Employee Health Insurance	13,512.00	13,512.00	0.00
TOTAL TAX & INSURANCE:	154,154.00	154,158.00	(4.00)
TOTAL OPERATING EXPENSES:	1,454,232.00	1,464,056.00	(9,824.00)
NET OPERATING INCOME :	525,624.00	464,676.00	60,948.00
FINANCIAL REQUIREMENTS			
6830 Interest on Note Payable	21,000.00	2,547.00	18,453.00
2321 Note Payable	0.00	136,149.00	(136,149.00)
TOTAL FINANCIAL REQUIREMENTS:	21,000.00	138,696.00	(117,696.00)
TRANSFER TO RESERVES			
6898 Operating Contingency	4,800.00	4,800.00	0.00
6899 Replacement Reserve Deposit	499,824.00	321,180.00	178,644.00
TOTAL RESERVES :	504,624.00	325,980.00	178,644.00