Budget Review

Case Number: «case\_number»

Condominium: «condo\_name»

Review completed by: Danny Brown, Financial Examiner/Analyst II

Date review completed: «review\_date»

## Florida Administrative Rule 61B-22.003(1) – Required Elements for Budget

|  |  |
| --- | --- |
| (a) The estimated common expenses or expenditures on at least an annual basis. | «common\_expenses» |
| (b) Disclose the beginning and ending dates of the period covered by the budget. | «beg\_end» |
| (c) Show the total assessment for each unit type according to proportion of ownership on a monthly basis, or for any other period for which assessments will be due. | «unit\_types\_ass» |
| (d) Include all estimated common expenses or expenditures of the association including the categories set forth in FS 718.504(21)(c). “N/A” indicated for all statutory N/A expenses. | *Detailed below\** |
| (d) Reserves for capital expenditures and deferred maintenance must be included in proposed annual budget and shall not be waived or reduced prior to mailing proposed budget. | «reserves\_full» |
| (e) Straight-line reserves including the following: | «straight\_line» |
| 1. The total estimated useful life of the asset. | «total\_estimate» |
| 1. The estimated remaining life of the asset. | «remaining\_estimate» |
| 1. The estimated replacement cost or deferred maintenance expense of the asset. | «replacement\_cost» |
| 1. The estimated fund balance as of the beginning of the period for which the budget will be in effect. | «beginning\_balance» |
| 1. The developer’s total funding obligation, when all units are sold, for each converter reserve account established pursuant to FS 718.618, if applicable. | «dev\_obligation» |
| (f) Pooled reserves including the following: | «pooled» |
| 1. The total estimated useful life of each asset within the pooled analysis. | «pooled\_total» |
| 1. The estimated remaining useful life of each asset within the pooled analysis. | «pooled\_remaining» |
| 1. The estimated replacement cost or deferred maintenance expense of each asset within the pooled analysis. | «pooled\_replacement» |
| 1. The estimated fund balance of the pooled reserve account as of the beginning of the period for which the budget will be in effect. | «pooled\_balance» |
| (g) Includes a separate schedule of any other reserve funds to be restricted by the association as a separate line item with following minimum disclosures: 1. Intended use; 2. Fund balance. | «other\_reserves» |

## Florida Statute 718.112(2)(f) – Budget Components

|  |  |
| --- | --- |
| Is the proposed annual budget of estimated revenues and expenses detailed and does it show the amounts budgeted by accounts and expense classification? | «classification» |
| Does it include, at minimum, the expenses listed in FS 718.504(21)?  (Note: after turnover, non-applicable expenses need not be listed.) | *Detailed in other sections\** |
| Reserves. |

## Florida Statute 718.504(21) – Required Information in Budget

Does the budget include the following specified expenses? (subsections a, b, e, f)

|  |  |
| --- | --- |
| The estimated monthly and annual expenses of the condominium and the association that are collected from unit owners by assessments. | «assessments» |
| The estimated monthly and annual amount owed by unit owners to other entities and/or the association, including for use of limited common elements. | «special\_pay» |
| Estimated budget covers a period of at least 12 months. | «min\_months» |

Costs where association owes to other entities for the following (subsection c1):

*\*These are required by both FS 718.112(2)(f) and FAR 61B-22.003(1)(d).*

|  |  |
| --- | --- |
| Administration of the association. | «admin» |
| Management fees. | «management» |
| Maintenance. | «maintenance» |
| Rent for recreational and other commonly used facilities. | «rec\_rent» |
| Taxes upon association property. | «taxes\_prop» |
| Taxes upon leased areas. | «taxes\_leased» |
| Insurance. | «insurance» |
| Security provisions. | «security» |
| Other expenses. | «other» |
| Operating capital. | «operating» |
| Reserves. | «reserves» |
| Fees payable to the division. | «division\_fees» |

Expenses for a unit owner (subsection c2):

|  |  |
| --- | --- |
| Rent for the unit, if subject to a lease. | «unit\_rent» |
| Rent payable by the unit owner … under any recreational lease or lease for the use of commonly used facilities, which use and payment is … mandatory … | «other\_rent» |

## Reserves (718.112(2)(f)2.

|  |  |
| --- | --- |
| Have unit owners waived reserves with a majority vote at a duly called meeting? | «reserves\_waived» |

If reserves have not been waived, does the budget include the following?

|  |  |
| --- | --- |
| Reserve accounts for painting, paving, roofing, and any $10k+ items. | «reserve\_accounts» |
| Amount to be reserved computed using a formula based on estimated remaining useful life and estimated replacement cost or deferred maintenance expense of each reserve item. | «reserve\_formula» |

## Budget Meeting Notice Requirements, Florida Statute 718.112(2)(e)1

Were the following requirements met?

Enter “N/A” if proper notice is not a matter being investigated.

Enter “Unknown” if notice is being investigated but evidence is not yet attained.

|  |  |
| --- | --- |
| At least 14 days prior to a meeting at which a proposed annual budget will be considered, the board hand delivered, mailed, or electronically transmitted to each unit owner a copy of the annual proposed budget. | «notice\_14» |
| An officer or manager executed an affidavit attesting to providing 14-day notice. | «notice\_affidavit» |