

Budget Worksheet

Operating	Current Year Approved Budget	YTD Actual	Current Year Projected Year End	Proposed Budget Next Year
		As of end of Sept.		
Income				
320 COA1 Fees Operating	\$90,030	\$69,773.00	\$86,502.00	\$53,879
XXX COA1 Fees Reserves	\$0.00	\$0.00	\$0.00	\$26,000
327 Other Income	\$500	\$675.00	\$800.00	\$500
TOTAL Income Operating and Reserves	\$90,530	\$70,448	\$87,302	\$80,379
Expense				
Administration				
430 Office Supply/Postage	\$500	\$384.09	\$384.09	\$400
440 Management Fee	\$7,800	\$5,850.00	\$7,800.00	\$7,800
820 Insurance	\$10,300	\$8,489.00	\$11,811.25	\$14,175
TOTAL Administration	\$18,600	\$14,723.09	\$19,995.34	\$22,375
Operations				
515 Electricity	\$20,000	\$16,050.52	\$21,400.00	\$22,000
520 Sewer	\$900	\$816.70	\$1,088.00	\$1,175
530 Water	\$2,500	\$1,484.10	\$1,978.00	\$2,100
TOTAL Operations	\$23,400	\$18,351.32	\$24,466.00	\$25,275
Maintenance				
591 Groundsman	\$6,300	\$10,924.00	\$13,996.00	\$14,000
625 Cleaning	\$4,100	\$0.00	\$0.00	\$4,104
TOTAL Maintenance	\$10,400	\$10,924.00	\$10,405.32	\$18,104
Grounds				
597 Large Tree Care	\$5,000	\$1,000.00	\$1,000.00	\$4,500
680 M/R General	\$12,500	\$1,358.36	\$1,800.00	\$2,000
725 Lake Maintenance	\$3,000	\$3,773.95	\$3,773.95	\$4,000
TOTAL Grounds	\$20,500	\$6,132.31	\$6,573.95	\$10,500
TOTAL Operatig Expense	54,300.00	\$35,407.63	\$41,445.27	\$53,879
Reserve				
969 Pavement Repairs	\$13,000	\$0.00	\$12,798	\$13,000
9598 Wall Loan Depreciation	\$13,000	\$ 0.00	\$12,798	\$13,000
TOTAL 9. Reserve Expense	\$26,000	\$0.00	\$25,596.00	\$26,000
Reserve Excess Income/Expense				
TOTAL Expense (Operating & Reserves)	\$80,300.00	\$35,407.63	\$67,041.27	\$79,879.00

EXPLANATIONS:

This is a simple example of a Budget Work Sheet. Compare current year budget to the year end projections and make needed corrections based on experiences through the year along with the income and expenses through September. Take total expenses, operating and reserve, and use that total to determine how much the fees and income will need to be to meet the projected expenses.