

Leisure Knoll at Manchester Association

4 Buckingham Drive North, Manchester, NJ 08759

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**FINAL
BUDGET FOR
FISCAL YEAR**

**OCTOBER 1, 2023
THROUGH
SEPTEMBER 30, 2024**

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FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024
MONTHLY ASSOCIATION FEE RATE SCHEDULE
EFFECTIVE OCTOBER 1, 2023

Monthly Operating Fund Fee	\$ 130.00
Monthly Reserve Fund Fee	\$ 42.00
Monthly Optional Lawn & Snow Service Fee	\$ 50.00
Monthly Additional Resident Fee (each)	\$ 3.00

ALL HOMES w/ONE RESIDENT MONTHLY TOTAL	\$ 172.00
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ALL HOMES w/TWO RESIDENTS MONTHLY TOTAL	\$ 175.00
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ALL HOMES w/THREE RESIDENTS MONTHLY TOTAL	\$ 178.00
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HOMES w/ONE RESIDENT w/LAWN & SNOW OPTION MONTHLY TOTAL	\$ 222.00
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HOMES w/TWO RESIDENTS w/LAWN & SNOW OPTION MONTHLY TOTAL	\$ 225.00
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HOMES w/THREE RESIDENTS w/LAWN & SNOW OPTION MONTHLY TOTAL	\$ 228.00
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The Membership Fees charged for new Members, payable at closing of their new homes remains unchanged for a total of \$ 1,750.00.
\$ 1,000. is allocated to the Operating Fund Budget and \$ 750. allocated to the Reserve Fund Budget.
These fees do not affect current Members, only new Members joining the Association.

FINAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2023 - SEPTEMBER 30, 2024		\$ 127. per home per month	\$ 130. per home per month
OPERATING	Acct #	2022 - 2023 Budget	2023 - 2024 Budget
REVENUE			
Monthly Assessment	5101	2,478,024	2,536,560
Advertising Income	5103	20,400	20,400
Guest Badges/Gate Pass	5106	-	7,000
Misc Income	5107	2,500	7,500
Compliance Fees	5108	3,500	11,000
Late Fee Income	5109	7,500	13,000
Café Income	5113		3,500
Town Reimb. Street Lights	5116	19,250	19,250
Town Reimb. Snow	5117	5,500	5,500
Membership Fee	5121	45,000	167,000
Interest Income MS	5127	100	1,400
Interest Income Oper CIT	5134	325	1,000
Document Request Income	5136	25,000	25,000
Interest Income Rsve CIT	5137	350	800
Deferred Revenue (Prior Years Surplus)	5300	207,911	163,361
Interest Income MM WF	5301	500	500
TOTAL REVENUE		2,815,860	2,982,771
EXPENSE			
Community Manager Salary	6011	104,750	104,750
Office Staff Salary - Bookkeeping	6012	52,250	52,458
Office Manager Salary	6016	65,000	67,517
Maintenance Manager Salary	6017	100,000	100,000
Office Staff Salary - Reception	6021	41,575	41,517
Bldgs & Grounds/Janitorial Salary - Level 1 (3)	6022	151,400	151,944
Bldgs & Grounds/Janitorial Salary - Level 2 (1)	6023	53,300	55,141
Total Payroll		568,275	573,326
FICA Expense	6101	40,000	40,000
State Unemployment/Disability Insurance	6102	12,000	9,000
Federal Unemployment Insurance	6103	120	120
Health & Life Insurance	6104	82,000	80,000
Workers Compensation Insurance	6105	25,000	21,000
Employee Pension Fund	6108	56,500	52,500
Total Taxes & Benefits		215,620	202,620
Exterminator	6153	3,600	3,600

OPERATING	Acct #	2022 - 2023 Budget		2023 - 2024 Budget
HVAC Contract & Repairs	6154	7,000		8,000
Goose Patrol	6155	20,600		20,600
Bus Service	6166	90,000		75,000
Street Lighting (Elec Svce)	6201	60,000		60,000
Natural Gas	6202	20,000		20,000
Electric (Commun Bldgs & Common Prop)	6203	65,000		70,000
Water & Sewer	6204	4,000		3,500
Gatehouse Attendant	6206	177,750		220,000
Refuse Removal	6207	170,000		170,000
Insurance	6208	175,000		175,000
TV Service Contract	6209	775,000		813,750
Service & Utilities		1,567,950		1,639,450
Salting Roads	6303	10,000		7,500
Road Plowing	6304	30,000		25,000
Aprons	6305	30,000		25,000
Total Snow Removal		70,000		57,500
Lawn/Snow Equip. Repair & Maint.	6321	4,000		7,500
Front Entrance Restoration	6323	-		-
In-House Grounds Maintenance	6326	2,500		4,000
Holiday Lighting	6327	5,500		5,500
In-House Irrigation Repair	6328	750		750
Total Lawn Maintenance		12,750		17,750
Tree Replacement/Removal	6341	65,000		55,000
Irrigation System Repairs	6346	1,000		1,000
Common Landscaping Services	6348	18,540		22,000
Total Landscaping Services		84,540		78,000
Road Minor Repair/Supplies	6361	2,500		2,500
Traffic Control	6362	4,000		7,500
Road Repair & Maintenance		6,500		10,000
Vehicle Repair & Maint.	6401	1,500		3,000
Fuel & Lube	6402	7,500		7,500
Registration/License	6403	725		725
Total Truck & Equipment		9,725		11,225
Attorney Fees	6421	20,000		20,000
Auditor/Accounting	6423	15,000		15,000
Engineering	6424	10,000		5,000
ADP Payroll Accounting/401 admin	6427	10,000		7,500

OPERATING	Acct #	2022 - 2023 Budget		2023 - 2024 Budget
<i>Total Professional Fees</i>		55,000		47,500
Bank/Paper/Wire Fees	6430	400		400
Office Supplies	6451	12,000		15,000
Postage	6452	4,000		4,000
Telephone	6453	20,000		35,000
Office Equipment Lease	6454	8,000		8,000
Computer Maintenance & Software	6455	20,000		25,000
Temp Services	6458	-		-
Assessment - Coupon Books	6459	5,000		2,500
Badges/Bar Codes/Fobs	6460	-		1,000
Bingo	6462	1,000		-
Activities	6463	4,000		5,000
Education	6464	2,000		1,500
Misc. Admin/Assoc. Events	6466	2,000		2,000
<i>Total Administrative</i>		78,400		99,400
Lake Maintenance & Supplies	6470	1,000		1,500
Recreation Repairs/Supplies	6471	7,500		10,000
50th Anniversary	6472	10,000		-
Pool Management Contract	6475	60,600		75,000
Pool Supplies	6476	5,000		2,500
<i>Total Recreational Expense</i>		84,100		89,000
Building Repairs/Supplies	6491	15,000		25,000
Janitorial Supplies	6492	10,000		9,000
Furniture & Fixtures	6502	500		500
Gate Repair	6505	10,000		15,000
Café	6507	-		5,000
<i>Contingency Fund</i>		35,500		54,500
Federal Income Taxes	6600	2,500		2,500
Bad Debt Allowance	6650	20,000		20,000
Real Estate Taxes	6700			-
Insurance Deductible	6760	5,000		5,000
Contingency Fund	6802	-		75,000
TOTAL EXPENSE		2,815,860		2,982,771

FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024

NOTES TO OPERATING BUDGET

REVENUE

<u>Monthly Assessment</u>	<u>5101</u>
The Operating Fund Fee Revenue billed to Owners for Operating Expenses. The monthly fee is increasing to \$ 130. Every home with more than one resident pays an additional \$ 3. per month for the second resident and \$ 3. per month for the third resident	
<u>Advertising Income</u>	<u>5103</u>
The advertising fees paid to the Association by the publisher of the Knoll News	
<u>Guest Badges/Gate Pass</u>	<u>5106</u>
Also includes fees collected for new or replacement fobs at \$ 10. each. This income was previously included in # 5107 but was separated as it is offset by # 6460 which is the expense line item to purchase Badges, Bar Codes & Fobs	
<u>Misc Income</u>	<u>5107</u>
Income from items of a minor nature	
<u>Compliance Fees</u>	<u>5108</u>
Fines billed to Residents for violations of the Association documents	
<u>Late Fee Income</u>	<u>5109</u>
Late fees billed to Residents for late payments of the maintenance fees	
<u>Café Income</u>	<u>5113</u>
This income is offset by # 6507 which is the expense line item for café supplies	
<u>Town Reimbursement Street Lights/Snow</u>	<u>5116/5117</u>
Reimbursement by the Township of Manchester for a portion of the street lighting and snow removal from the main streets, in accordance with the Municipal Services Act	
<u>Membership Fee</u>	<u>5121</u>
As of January 1, 2023 a Membership Fee of \$1,750. is assessed to every new homeowner payable at closing. \$ 1,000. of this fee is allocated to the Operating Fund Budget and \$ 750. is allocated to the Reserve Fund Budget (see account # 6902 in the Reserves Budget). An estimate of 167 closings for Fiscal Year 2023-2024 has been budgeted, for a total contribution of \$ 167,000.	
<u>Interest Income</u>	<u>5127/5134/5137/5301</u>
Interest income from various investment accounts.	
<u>Document Request Income</u>	<u>5136</u>
Fees collected for documents provided for refinancing/resales.	
<u>Deferred Revenue from Prior Year</u>	<u>5300</u>
Any remaining money not spent from previous year's budget as verified by the FYE Audit	

EXPENSE

Salaries, Payroll Taxes & Related Benefits	6011/6012/6016/6017/6021/6022/6023 6101/6102/6103/6104/6105/6108
▪ <u>Administrative Salaries</u>	
<u>Community Manager</u>	
Salary for one full time Community Manager	
<u>Office Staff - Bookkeeping</u>	
Salary for one full-time Bookkeeper	
<u>Office Staff - Reception</u>	
Salary for one full-time Receptionist	
<u>Office Manager</u>	
Salary for one full-time Office Manager	
▪ <u>Maintenance Salaries</u>	
<u>Maintenance Manager</u>	
Salary for one full-time Maintenance Manager	
<u>Building & Grounds Maintenance & Janitorial</u>	
Salary for three (3) full-time persons at a Level 1 rate (based on Union Agreement)	
Salary for one (1) full-time persons at a Level 2 rate (based on Union Agreement)	
▪ <u>Payroll Taxes & Related Benefits</u>	
Employer's share of Social Security Tax, State Unemployment Insurance, State Disability Insurance, Workers' Compensation Insurance, Employee Health and Life Insurance, and Pension Plans	
<u>Exterminator</u>	6153
Termite and insect control for the Community buildings and common recreational areas	
<u>HVAC Contractor & Repairs</u>	6154
Repairs/maintenance to the heating and cooling systems for all Community buildings	
<u>Goose Patrol</u>	6155
Service w/trained dog to keep geese away from the lake, its environs and the common areas	
<u>Bus Service</u>	6166
Five (5) days a week bus service to various shopping and other destinations	
<u>Street Lighting (Elec Svce)</u>	6201
Pole lighting in the streets and parking lots of the Community	
<u>Natural Gas</u>	6202
Gas supply charges for all Community Buildings and barbeques	
<u>Electric</u>	6203
Electric service for all Community buildings and common property	
<u>Water & Sewer</u>	6204
Water & sewer service for all Community buildings	
<u>Gatehouse Attendant</u>	6206
Contracted entrance monitoring service for the front entrance (Route 70) for twenty-four (24) hours a day, seven (7) days a week, and for nightly overnight roving patrol	

<u>Refuse Removal</u>	6207
Contracted trash removal from the homes and Community buildings two times per week	
<u>Insurance</u>	6208
Property and General Liability Insurance, Commercial Auto Insurance, Boiler & Machinery, Directors & Officers Liability, and Umbrella Liability Insurance	
<u>TV Service Contract</u>	6209
Contracted basic television service to all homes in the Community	
<u>Salting Roads</u>	6303
The application of road salt for the removal of ice from Community roads and parking lots by the Maintenance Staff.	
<u>Road Plowing/Aprons</u>	6304/6305
Contracted snow removal from the streets of the Community and from the aprons of all homes	
<u>Lawn/Snow Equip Repair and Maint</u>	6321
Repairs and maintenance of Association-owned equipment. Costs for small mechanical equipment repairs such as power saws, routers used by Maintenance Staff.	
<u>Bed Maintenance</u>	6326
Materials for fertilizing, weeding, etc, of the beds on the common property by the Maintenance Staff	
<u>Holiday Lighting</u>	6327
Installation, maintenance, off-season storage of interior & exterior Holiday decorations for Lakeside Lodge, Timberland Hall, Front & Back Gatehouses & Knoll Circle	
<u>In-House Irrigation Repairs</u>	6328
Repairs to the common area irrigation systems performed by the Maintenance Staff	
<u>Tree Replacement/Removal</u>	6341
Contracted services for the replacement of trees on the city strip in front of homes and the removal of dead or diseased trees, as needed, from the common property by contract service and the Maintenance Staff.	
<u>Irrigation System Repairs</u>	6346
Repairs to the irrigation systems on common property	
<u>Common Landscaping Services</u>	6348
Contracted services lawn care of the Community buildings and common property, including leaf cleanup and the treatment of road weeds on the streets	
<u>Road Minor Repair/Supplies</u>	6361
Minor repairs to the roads performed by the Maintenance Staff	
<u>Traffic Control</u>	6362
Speed bumps and accessories, warning signs	
<u>Vehicle Repair & Maint/Fuel & Lube/Registration License</u>	6401/6402/6403
Repairs, fuel, and maintenance for three maintenance trucks & other mechanical equipment	
<u>Attorney Fees</u>	6421
Legal fee retainer for the Association's attorney to attend Board meetings and provide legal opinions on day-to-day operations, plus additional legal services, as needed	
<u>Auditor</u>	6423
The preparation of the annual Certified Financial Statements and filing of the Federal Corporate Tax Return by an independent Auditing firm	

<u>Engineering</u>	6424
An allowance for an Engineer to provide services, as needed	
<u>ADP Payroll Accounting/401 Admin</u>	6427
Contracted services for the preparation of payroll and the payment of payroll taxes	
<u>Bank/Paper/Wire Fees</u>	6430
Fees for paper billing, interbank transfers	
<u>Office Supplies</u>	6451
Stationery supplies, computer and copier expenses, and repairs to office equipment for all Community buildings	
<u>Postage</u>	6452
Postage for all mailings except the Knoll News	
<u>Telephone</u>	6453
Telephone expenses for all Community buildings	
<u>Office Equipment Lease</u>	6454
Cost for office copier lease	
<u>Computer Maintenance & Software</u>	6455
Costs for Admin office computers & server updates, troubleshooting, repairs, as needed	
<u>Assessment Coupon Books</u>	6459
Costs for annual maintenance fee payment coupon booklets for current residents as well as periodic orders for new residents	
<u>Badges/Bar Codes/Fobs</u>	6460
Purchase of new & replacement badges, bar codes & fobs (see notes # 5118 & # 5107)	
<u>Activities</u>	6463
Costs to run community events	
<u>Education</u>	6464
Fees to attend Community relevant seminars & the like	
<u>Misc Admin/Assoc Events</u>	6466
Costs for various items that are not specifically provided for in the Budget	
<u>Lake Maintenance & Supplies</u>	6470
Costs for fish stocking & associated permits	
<u>Recreational Repairs & Supplies</u>	6471
Small items for recreation such as scoreboards, horseshoes and the like	
<u>Pool Management Contract</u>	6475
Contracted services for the operating of the pool, including lifeguards, chemicals, opening and winterizing of swimming pool	
<u>Pool Supplies</u>	6476
Costs for items required for the seasonal operation of the pool including shepherd's hooks, brushes and the like	
<u>Building Repairs/Supplies</u>	6491
Repairs of a minor to moderate nature & associated supplies for all Community buildings	
<u>Janitorial Supplies</u>	6492
Costs for janitorial supplies for all Community buildings, such as, toilet tissue, paper towels, cleaning supplies and the like	

<u>Furniture & Fixtures</u>	<u>6502</u>
Minor items requiring replacement in all Community buildings	
<u>Gate Repair</u>	<u>6505</u>
Repairs of a minor/moderate nature & associated supplies for Route 70 & Colonial Dr gates	
<u>Café</u>	<u>6507</u>
Costs for the purchase of non-durable goods for the coffee machine such as coffee beans, cups, sweeteners & the like	
<u>Federal Income Tax</u>	<u>6600</u>
Estimated Federal Income Taxes on miscellaneous income such as rental income, replacement badges, coin-operated copiers, and interest earned on all Association bank accounts	
<u>Bad Debt Allowance</u>	<u>6650</u>
Potential amount of delinquent balance(s) that Association could "write-off" as uncollectable	
<u>Insurance Deductible</u>	<u>6760</u>
The amount of the standard deductible the Association would pay out of pocket for a claim	
<u>Contingency Expense</u>	<u>6802</u>
Allowance for unexpected and unbudgeted expenses. Requires Board approval	

FINAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2023 - SEPTEMBER 30, 2024			\$ 42. per home per month	\$ 42. per home per month
RESERVES	Acct #		2022-2023 Budget	2023-2024 Budget
FUND BALANCE AT OCTOBER 1	3100		1,371,680	2,189,616
REVENUE				
Fund Contributions	6900		819,504	819,504
Interest Income	6903		2,000	35,000
Membership Fees	6902		100,000	125,250
TOTAL REVENUE			921,504	979,754
EXPENSE				
Concrete Repairs & Replacements			250,000	150,000
Tree Removal for Concrete Work			250,000	50,000
Total Curb, Sidewalk & Apron	3110		500,000	200,000
Pool Replacement			100,000	225,000
Total Recreation Replacement	3120		100,000	225,000
Street Signs	3218		5,000	5,000
Paving Repairs & Resurfacing			600,000	800,000
Scoping/Repair of Sewers			10,000	20,000
Total Road, Paving/Infrastructure	3230		615,000	825,000
Total Community Vehicles & Equipment	3240		-	-
Total HVAC & Mechanical Systems	3250		-	-
Irrigation & Well Pumps (3)			3,000	3,000
Total Irrigation Systems	3251		3,000	3,000
Gate Replacements/Gate Systems Replacements			10,000	10,000
Repair/Replace Roofs-Timberland/PAC Flat Roof			-	-
Roof Maintenance Shop & Office Building			-	-
Post Lights			-	1,000
Gatehouse Reno			2,000	2,000
Community Info Sign			-	20,000
Total Community Buildings - Exterior	3270		12,000	33,000
			-	-
Total Community Buildings - Interior	3280		-	-

RESERVES	Acct #	2022-2023 Budget	2023-2024 Budget
Maintenance Building Replacement		325,000	750,000
Maintenance Building Replacement Contingency		32,500	75,000
Total Maintenance Building Replacement	3282	357,500	825,000
TOTAL EXPENSE		1,587,500	2,111,000
PROJECTED FUND BALANCE AT SEPTEMBER 30		705,684	1,058,370

FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024

NOTES TO RESERVES BUDGET

REVENUE

<u>Fund Balance</u>	<u>3100</u>
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This is the amount of money the Reserve Fund is estimated to have at the beginning of the Fiscal Year

<u>Fund Contributions</u>	<u>6900</u>
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Reserve Fund contributions paid by homeowners. The monthly Reserve Fund Fee remains at \$42.00 per home per month for this Fiscal Year

<u>Interest Income</u>	<u>6903</u>
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Reserve Funds are invested in Certificates of Deposit and other interest bearing bank accounts. All investments are scheduled to be reinvested and are structured so that they reach maturity when the funds will be needed for Reserve Fund Expenditures. The scheduled expenditures are predicated on the Reserve Study prepared by the engineering firm of Falcon Engineering. An updated study completed in 2023 has been obtained which reflects changes based on capital replacements (large-scale projects) completed since the last updated study (2017). New studies are generally performed every 3-5 years.

<u>Membership Fees</u>	<u>6902</u>
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As of January 1, 2023 a Membership Fee of \$1,750. is assessed to every new homeowner payable at closing. \$ 1,000. of this fee is allocated to the Operating Fund Budget and \$ 750. is allocated to the Reserve Fund Budget (see account # 5121 in the Operating Budget). An estimate of 167 closings for Fiscal Year 2023-2024 has been budgeted, for a total contribution of \$ 125,250.

EXPENSE

<u>Curb, Sidewalk & Apron</u>	<u>3110</u>
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The raised pavement will be replaced on the streets anticipated to be paved each Fall and Spring, and it is anticipated that additional areas will be replaced following those streets. Trees will be removed abutting raised pavement on these streets and other areas throughout the Community, as needed.

The replacement of the trees is an operating expense (# 6341)

<u>Recreation</u>	<u>3120</u>
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This includes the pool itself as well as the pumps & filters. All play courts such as tennis, bocce and horseshoe courts and the putting green are included.

<u>Street Signs</u>	<u>3218</u>
Costs for replacement of street signs throughout the community. Signs are being replaced on streets as they are paved as well as areas paved prior to the establishment of this program	
<u>Road, Paving/Infrastructure</u>	<u>3230</u>
The section by section paving of the community roads continues each year. Prior to paving, the sewers are scoped to determine if repairs are needed.	
<u>Community Vehicles & Equipment</u>	<u>3240</u>
No heavy duty vehicles are scheduled for replacement this fiscal year	
<u>HVAC & Mechanical Systems</u>	<u>3250</u>
Replacements for a more efficient system have been completed and no improvements are scheduled this fiscal year	
<u>Irrigation Systems</u>	<u>3251</u>
These are sprinklers located throughout the common and recreational areas	
<u>Community Buildings – Exterior</u>	<u>3270</u>
Roofing, siding, decorative lamp posts, community information sign and both entry gates and their electronics are included	
<u>Community Buildings – Interior</u>	<u>3280</u>
Interior renovations to Timberland Hall are complete. An electrical upgrade is planned which services Timberland Hall, Lakeside Lodge and surrounding areas	
<u>Maintenance Building Replacement</u>	<u>3282</u>
These are estimated initial costs which include demolition of the existing building, the installation of a hydrant service, and architectural plans for the new structure. Also, as always recommended by the engineers, 10% of the project cost is set aside as a contingency for any unknown issues that reveal themselves during construction	

FINAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2023 - SEPTEMBER 30, 2024			\$ 46 per home per month	\$ 50 per home per month
LAWN & SNOW OPTION		Acct #	2022-2023 Budget	2023-2024 Budget
Estimated Units on Service			1400	1400
REVENUE				
Contract Income	7101		772,800	840,000
Interest Income	7104		200	200
Deferred Revenue (Prior Years Surplus)	7105		144,612	181,200
TOTAL REVENUE			917,612	1,021,400
EXPENSE				
Cutting/Trimming (26)	7201		702,612	806,400
Fertilization (3)	7202		-	-
Add'l Fertilization (1)	7202		-	-
Edging (13)	7203		-	-
Insecticide/Pesticide (1)	7204		-	-
Pre Emergent Herbicide (2)	7205		-	-
Post Emergent Herbicide (2)	7206		-	-
Lime (1)	7207		-	-
Snow Removal Driveways	7208		165,000	165,000
Administrative Fee	7209		-	-
Misc	7210		-	-
Contingency	7213		50,000	50,000
TOTAL EXPENSE			917,612	1,021,400
Excess (deficiency) of revenues over expenses			-	-

FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024

NOTES TO LAWN & SNOW BUDGET

REVENUE

<u>Contract Income</u>	<u>7101</u>
The revenue billed to each opt-in participant household, estimated to be 1400 homes	
<u>Interest Income</u>	<u>7104</u>
Interest is not impactful on this account as the funds are not invested long-term and need to be fluid	
<u>Prior Years Surplus</u>	<u>7105</u>
Any funds not spent in a fiscal year are rolled over into the next fiscal year	

EXPENSE

<u>Cutting/Trimming, Fertilization, Edging, Insecticide/Pesticide, Pre-Emergent Herbicide, Post Emergent Herbicide, Lime</u>	<u>7201,7202,7203,7204,7205,7206,7207</u>
These items are included with the contracted service in various quantities and at varying intervals depending upon seasonal and weather conditions	
<u>Add'l Fertilization</u>	<u>7202</u>
Revenue collected from opt-in participants that is not used toward the regular contracted service payment is applied to additional services, as needed	
<u>Snow Removal Driveways</u>	<u>7208</u>
Opt-in participants receive driveway and service walk snow removal in addition to roadway and apron snow removal done for all homes	
<u>Administrative Fee</u>	<u>7209</u>
Payment to the Operating Budget for use of the Association Office staff to handle lawn/snow calls from residents on Service and process their related work orders	
<u>Contingency</u>	<u>7213</u>
This is to allow for additional funds, especially for unanticipated snow removal service needs	

Special Thanks
to the Members of the
Budget/Finance
Committee

Olga Crotti, Chair

Augustine Anfuso

Elaine Miske

Gail Noonan

Dominic Tangredi

Ken Wiseman