

APPROVED

11-18-15

Sunset Trace HOA
Proposed Operating Budget
January 1, 2016-December 31, 2016

DESCRIPTION	PREVIOUS YEAR		PROPOSED	
	2015 MONTHLY BUDGET	2015 ANNUAL BUDGET	2016 MONTHLY BUDGET	2016 ANNUAL BUDGET
REVENUE				
Owner Assessments	168051	2016612	170430	2045156
Reserve Income	13734	164808	13734	164808
**TOTAL REVENUE	181785	2181420	184164	2209964
PER MONTH	\$305		\$309	
EXPENSES				
** ADMINISTRATIVE				
Bad Debt Expense	7083	85000	4167	50000
Accounting Fees CPA	500	6000	500	6000
Bookkeeping Fee	0	0	1833	22000
Payroll Taxes	1542	18500	1458	17500
Payroll Processing	0	0	225	2700
Legal Fees Association Matters	417	5000	833	10000
Legal Fees Collections	1667	20000	833	10000
MDPOA	29585	355015	30708	368500
Bonus	104	1250	104	1250
Fees, Dues and Taxes	8	100	8	100
Mileage	42	500	42	500
Insurance	32417	389000	30298	363576
Maintenance Coupons	142	1700	142	1700
Office Supplies	417	5000	417	5000
Computers	0	0	375	4500
Bank Charges	0	0	21	250
Copier Expense	250	3000	208	2500
Postage	250	3000	167	2000
Annual Meeting	150	1800	150	1800
Management Services	8229	98750	6500	78000
**TOTAL ADMINISTRATIVE	82801	993615	78990	947876

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DESCRIPTION	PREVIOUS YEAR		PROPOSED	
	2015 MONTHLY BUDGET	2015 ANNUAL BUDGET	2016 MONTHLY BUDGET	2016 ANNUAL BUDGET
**UTILITIES				
Cable Television	24588	295050	27083	325000
Electric	5000	60000	5833	70000
Water and Sewer	458	5500	583	7000
Telephone	333	4000	63	750
Trash	13346	160150	13346	160150
**TOTAL UTILITIES	43725	524700	46908	562900
**REPAIRS & MAINTENANCE				
Maintenance Payroll	7333	88000	6250	75000
Road Signs	8	100	8	100
Maintenance Supplies	875	10500	1208	14500
R & M Air Conditioning	42	500	83	1000
R & M Buildings	708	8500	133	1600
Vehicle Maintenance	167	2000	125	1500
Entry Sign Maintenance	17	200	17	200
Roof Repair & Maintenance	3333	40000	5417	65000
Roof Cleaning	0	0	2500	30000
Janitorial	1375	16500	1208	14500
Janitorial Supplies	83	1000	0	0
Pressure Cleaning	83	1000	0	0
**TOTAL REPAIRS/MAINTENANCE	14025	168300	16950	203400

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**LANDSCAPING				
Landscaping Contract	20300	243600	20300	243600
Sod Replacement	0	0	83	1000
Pest Control	417	5000	667	8000
Tree Trimming	1417	17000	1417	17000
Irrigation Supplies	0	0	0	0
Irrigation Repairs	2083	25000	2083	25000
Mulch	383	4600	7	80
Shrub & Tree Replacement	833	10000	833	10000
Tree Removal	0	0	42	500
Fountain Maintenance	83	1000	167	2000
**TOTAL LANDSCAPING	25517	306200	25598	307180
**POOLS AND RECREATION				
Pool Maintenance	833	10000	1000	12000
Pool Repairs	458	5500	375	4500
Pool License Fees	67	800	67	800
Recreational Supplies & Equipment	167	2000	167	2000
**TOTAL POOLS & RECREATION	1525	18300	1608	19300
**SECURITY				
Gate House Supplies	417	5000	125	1500
Security Camera Contract	42	500	250	3000
**TOTAL SECURITY	458	5500	375	4500
**RESERVE TRANSFERS				
Reserve Transfers	13734	164808	13734	164808
**TOTAL RESERVE TRANSFERS	13734	164808	13734	164808
**TOTAL EXPENSES	181785	2181423	184164	2209964