

**GENERAL OPERATIONS BUDGET**

11.09.19

		FINAL 2020 Budget	Water Ops Allocation = X	2019 Net Cash Assumptions
<b>GENERAL OPERATIONS INCOME</b>				
41000 BASIC ASSESSMENTS		762,702		Increase dues in 2020 to cover operations shortfall
	41000.1 UNCOLLECTED BASIC ASSESSMENTS	(61,432)		Assume 92% Collections in 2020.
<b>TOTAL 41000 BASIC ASSESSMENTS</b>		<b>701,270</b>		<b>2019 Net Cash Assumes collecting additional \$40k Oct/Nov/Dec. Collected \$13,645 in Oct thru 10/25/19.</b>
SPECIAL OPERATIONS ASSESSMENT		215,445		Add: Special Assessment Income
	UNCOLLECTED SPECIAL ASSMT	(17,372)		Assume 92% Collections in 2020.
<b>TOTAL SPECIAL ASSMT</b>		<b>198,073</b>		Net Special Assessment Income
41001 - CREDIT CARD INCOME		-		
41002 - FINANCE CHARGES INCOME		15,500		Apx. \$50 in interest per payment plan. Assume 270 payment plans in 2020. Plus \$2k in other interest.
	41002.1 UNCOLLECTED FIN CHARGES	(775)		Assume 95% Collections on payment plan interest
<b>TOTAL 41002 FINANCE CHARGES INCOME</b>		<b>14,725</b>		
41003 - FEES/LIENS/TRANSFERS/RENTERS		110,500		\$55k Renter & Transfer Fees + Apx. 370 lien fees @\$150 each to be filed and/or removed
	41003.1 UNCOLL FEES/LIENS/TRANS/RENTERS	(27,750)		Assume only 50% of lien filing fees recouped
<b>TOTAL 41003 FEES/LIENS/TRANSFERS/RENTERS</b>		<b>82,750</b>		
41004 - FINES-OTHER THAN RADAR		-		Not trying to fine members
	41004.1 UNCOLL FINES- OTHER THAN RADAR	-		
<b>TOTAL 41004 FINES-OTHER THAN RADAR</b>		<b>-</b>		
41005 - RADAR FINES		-		
41006 - GATE CARD INCOME		5,400		Estimated based on 9 months actual 2019
	41006.1 UNCOLL GATE CARD INCOME	-		
<b>TOTAL 41006 GATE CARD INCOME</b>		<b>5,400</b>		
41007 - MAILBOX INCOME		1,820		Estimated based on 9 months actual 2019
	41007.1 UNCOLL MAILBOX INCOME	-		
<b>TOTAL 41007 MAILBOX INCOME</b>		<b>1,820</b>		
41008 - MISC INCOME/ WOOD INCOME		1,500		
	41008.1 UNCOLL MISC/WOOD INCOME	-		
<b>TOTAL 41008 MISC/WOOD INCOME</b>		<b>1,500</b>		
41009 - INTEREST INCOME		300		
41103 - ACC INCOME		3,000		ACC Permitting Income
	41103.1 UNCOLL ACC INCOME	-		
<b>TOTAL 41103 ACC INCOME</b>		<b>3,000</b>		
45005 - SWIMMING LESSONS		1,000		Estimated \$1000 for swim lessons
<b>TOTAL INCOME</b>		<b>1,009,838</b>		

**GENERAL OPERATIONS EXPENSES**

**ADMINISTRATION EXPENSE**

50000 COST OF SALES GATE CARDS		3,560		Estimated 5% increase over 2019
61000 - PROFESSIONAL SERVICES				
61000.1 - AUDITING EXPENSE		11,220	X	Contract amount plus 10% contingency
61000.2 - ACCOUNTING EXPENSE (PPM)		66,700	X	Contract thru 3/15 plus monthly & 2021 budget thereafter
61000.3 - LEGAL EXPENSE		25,000		Based on expectations of catching up on bylaws, rules, and processes
61000.4 - LEGAL FRAUD INVESTIGATION EXP		-		REMOVED: Estimate of Fraud Investigation expense for civil trial
61000.5 HR EXPENSE (PPM)		15,350		HR Contract + \$2500 Everfi Contract (2019,2020,2021)
61000.6 GM (PPM)		73,450	X	GM Management Expense
<b>TOTAL 61000 - PROFESSIONAL SERVICES</b>		<b>191,720</b>		
61004 - MERCHANT SERVICES EXPENSE		-	X	Through CAB, put laptop in office for members to make payments- ADD to communication
61005 - BAD DEBT EXPENSE		-	N/A	Moved to net against income above
61006 - BANK/LATE FEES		600	X	Estimated 30 NSF checks at NSF Check Fees @ \$30 each
61006.1 OVER/SHORT EXPENSE		-		
<b>Total 61006 BANK/LATE FEES</b>		<b>600</b>		
61007 - BOARD EXPENSE		1,000	X	BOD coffee, tea, etc. & meeting space if necessary.
61010 - COLLECTION COSTS		38,295	X	Estimated 370 liens to file and/or remove. Associated income recorded in GL 41003 above.
61011 - COMPUTER SUPPORT SERVICES		10,020	X	Contract: \$10,020 PC Technologies IT Contract, plus 3%. Moved Office 365 to dues and subscriptions. (Plus \$6k to rebuild website in reserves, was in ops in 10.25 version)
61012 - CONTINGENCY/MISCELLANEOUS		1,200	X	Recruiting expenses & misc.
61012.1 GM CONTINGENCY		2,000	X	Staff appreciation (Summary/ Christmas Parties/ Other)
<b>61012 TOTAL CONTINGENCY/ MISC</b>		<b>3,200</b>		
61015 - DUES AND SUBSCRIPTIONS		8,170	X	Dues & Subscriptions Plus 3% inflation. Adobe, Office 365, QBO, QB Payroll, Amazon Business, CAI Membership. (Previously Office 365 was recorded w/ GL 61011 Computer Support Services.)
61020 - UTILITIES EXPENSE		-		
61020.1 - ELECTRICITY EXPENSE		2,134	ACTUAL METERED	Previously electricity was not recorded by meter. Going forward, Admin = Admin Building, Maintenance= Parks & RV Dump plus Maint Building, Water= Wells, Security = Security Cameras, Pool = Pool. Plus a 3% Escalation
61020.2 - TELEPHONE/INTERNET EXPENSE		7,047	X	Consolidated Communications: Plus 3% of actual invoice at 9/15/19. Admin, Security, & Maintenance.
<b>TOTAL 61020 - UTILITIES EXPENSE</b>		<b>9,181</b>		
61031 - BUSINESS INSURANCE EXPENSE		36,551		12% Increase on base per Kris Lawrence + \$3500 Cyber. 50% of cost to Water Operations (was 30% in 10.25 version). Consolidated all business insurance expense in Operations to Admin Department. Balance of cost is in Water Operations. This is an expense for the company as a whole, suggest recording in one department to see true cost.

61040 · PRINTING & COPYING		3,600	X	Previously recorded all printing & copying in office supplies. Contract: Capital Business Machines, Assume 3% Increase. \$300 ACC Permit printing. Assume NO Lockbox/ Coupon printing.
61045 · POSTAGE		3,308	X	Previously recorded in office supplies. 5% inflation over 2019 projected. Postage for water billings recorded in Water Ops.
61050 · SUPPLIES		-		
61050.1 · OFFICE SUPPLIES		6,000	X	Broke out postage & Printing & Copying from Office Supplies.
61050.3 · SAFETY GEAR & CLOTHING		200		PPE for winter emergency calls
<b>TOTAL 61050 · SUPPLIES</b>		<b>6,200</b>		
61055 · PAYROLL EXPENSE		83,413	X	x2 FTE's
61025 · EMPLOYEE BENEFITS		5,964	X	Plus 10% inflation per insurance broker
61056 · PAYROLL TAXES		8,461	X	
<b>TOTAL 61055 PAYROLL EXPENSE</b>		<b>97,838</b>		
61057 · PROPERTY TAX		1,600	n/a	Reviewed property tax history, \$1600 is reasonable.
61066 · TRAINING EXPENSE		1,850		CMCA Class & travel & class, HR Training (WISHA)
61070 · MILEAGE REIMBURSEMENT		200		Reduced to \$200 based on 2019 actuals.
61090 · ALLOCATED EXPENSE		(157,677)		What is the correct Allocation Percentage? This Draft Assumes 50% of "X" items in "Water Ops Allocation" to Water Operations. Was 30% in 10.25.19 version.
62020 · REPAIRS & MAINTENANCE		-		
62020.1 · GROUNDS EXPENSE		-		
62020.6 · STRUCTURAL		-		
62020.7 · EQUIPMENT		-		
<b>TOTAL 62020 · REPAIRS &amp; MAINTENANCE</b>		<b>-</b>		
62026 · LICENSES AND FEES		190		State licensing requirements plus notary.
65016 · LEASE/RENT EXPENSE		4,640	X	Pitney Bowes Postage Meter- \$343.12/ quarter + CIT Technology Copy Machine Operating Lease \$272 /month. Moved cost of copies to printing & copying.
65020 · COMMUNITY SUPPORT		-		
65020.1 · COMMUNITY MEETING EXPENSE		4,590	X	Annual General Meeting, Town Halls, ballot printing, plus Electronic voting
65020.3 · NEWSLETTER EXPENSE		-	X	Save apx. \$3k by removing quarterly newsletter and move to additional e-blasts & rebuilding website. Website rebuild cost in GL 61011.
<b>TOTAL 65020 · COMMUNITY SUPPORT</b>		<b>4,590</b>		
66040 · BUSINESS TAXES		9,150	ACTUAL	Excise Tax (non-water) based on estimated income in 2020 Budget + 6790 FIT (tax for 2018)

**ADMINISTRATION TOTAL EXPENSE** **277,786**

**MAINTENANCE EXPENSE**

61012 · CONTINGENCY/MISCELLANEOUS		-		
61020 · UTILITIES EXPENSE		-		
61020.1 · ELECTRICITY EXPENSE		4,415		Previously electricity was not recorded by meter. Going forward, Admin = Admin Building, Maintenance= Parks & RV Dump plus Maint Building, Water= Wells, Security = Security Cameras, Pool = Pool. Plus a 3% Escalation
61020.2 · TELEPHONE/INTERNET EXPENSE		604		Consolidated Communications: Plus 3% of actual invoice at 9/15/19. Admin, Security, & Maintenance.
61020.4 · PROPANE EXPENSE		-		Should be in Water System, propane for water system generator
61020.5 · REFUSE EXPENSE		4,120		\$4073 in 2018. Apx. \$3k thru 10/15/19 in 2019. Estimate \$4,120 in 2020.
<b>TOTAL 61020 · UTILITIES EXPENSE</b>		<b>9,139</b>		
61031 · BUSINESS INSURANCE EXPENSE		-		Record in Admin/ Water Operations
61050 · SUPPLIES		-		
61050.1 · OFFICE SUPPLIES		-		Centralize office supply purchasing/ expense to admin to consolidate purchasing and save costs.
61050.2 · CUSTODIAL SUPPLIES		3,000		Centralize custodial supply purchasing/ expense to Maintenance.
61050 · SUPPLIES - OTHER		-		
61050.3 · SAFETY GEAR & CLOTHING		2,160		x4 FTE \$1494 annually plus \$665 Seasonal
<b>TOTAL 61050 · SUPPLIES</b>		<b>5,160</b>		
61055 · PAYROLL EXPENSE		167,850		x4 FTE plus x1 5 month seasonal
61025 · EMPLOYEE BENEFITS		26,178		Plus 10% inflation per insurance broker
61056 · PAYROLL TAXES		29,270		
<b>TOTAL 61055 PAYROLL EXPENSE</b>		<b>223,298</b>		
61066 · TRAINING EXPENSE		2,745		General safety training, Fire extinguisher training, heavy equipment training, and other training such as OSHA
61070 · MILEAGE REIMBURSEMENT		100		
62015 · FUEL EXPENSE		12,305		Estimated 7% Increase
62020 · REPAIRS & MAINTENANCE		-		
62020.1 · GROUNDS EXPENSE		6,500		top soil, seed, sprinkler repair
62020.2 · TREE/DEBRIS/SNOW REMOVAL		20,000		REDUCED: Hire a company to remove debris & chip/ burn - outside company to take down trees & snow removal costs
62020.4 · ROAD EXPENSES		4,000		REDUCED: Originally: Traffic reflectors, paint, road striping @ Main road fog lines, Blue water fog lines, Upland & Rampart fog lines, Clearlake to Well 1 & 2, Terra Lane & Loop Lane, Meadow plus 3% escalation & 5% contingency (SEE MAP).
62020.5 · GATE EXPENSE		-		Expense should be in Security, not maintenance.
62020.6 · STRUCTURAL		6,040		Painting x2 bathrooms & reside & roof repair, light fixtures, faucets, toilets, etc. plus 5% contingency (accounts for estimated paint in inventory @ 12/31/19)
62020.7 · EQUIPMENT		12,000		Mazda B3000 & Ford Ranger need new tires in 2020, includes \$200 (reduced from \$1500) for Annual Fire Extinguisher Inspection b/c we got a new carrier + \$2k for outside mechanic overhead
<b>TOTAL 62020 · REPAIRS &amp; MAINTENANCE</b>		<b>48,540</b>		
62026 · LICENSES AND FEES		1,873		Vehicle license and AquaTechnex annual permit fee Plus Wild Fire Management Fee
62046 · SMALL TOOLS & EQUIPMENT		1,360		Drill, hammers, screw drivers, plus 3%
65016 · LEASE/RENT EXPENSE		150		Equipment rental when needed

**MAINTENANCE TOTAL EXPENSE** **304,670**

**SECURITY & COMPLIANCE EXPENSE**

61020 · UTILITIES EXPENSE		-		
61020.1 · ELECTRICITY EXPENSE		853		Previously electricity was not recorded by meter. Going forward, Admin = Admin Building, Maintenance= Parks & RV Dump plus Maint Building, Water= Wells, Security = Security Cameras, Pool = Pool. Plus a 3% Escalation

61020.2 - TELEPHONE/INTERNET EXPENSE		5,225	Consolidated Communications: Plus 3% of 9/15/19 Invoice plus \$1250 AMBS Call Center for Emergency Line
<b>TOTAL 61020 - UTILITIES EXPENSE</b>		<b>6,078</b>	
61050 - SUPPLIES		-	
61050.1 - OFFICE SUPPLIES		-	
61050 - SUPPLIES - OTHER		-	
<b>TOTAL 61050 - SUPPLIES</b>		<b>-</b>	
61055 - PAYROLL EXPENSE		4,680	Compliance specialist 24 hours/ month (10.25.19 version was in error at 24 hours per week).
61056 - PAYROLL TAXES		494	
<b>TOTAL 61055 PAYROLL EXPENSE</b>		<b>5,174</b>	
61070 - MILEAGE REIMBURSEMENT		-	None, driving a Clearwood vehicle
61090 - ALLOCATED EXPENSE		-	
62015 - FUEL EXPENSE		600	Compliance driving fuel.
62020.5 - GATE EXPENSE		1,200	Record all gate expenses in SEC dept
63010 - DEPUTY SHERIFF STIPEND		8,000	REDUCED: 4 Hours per week
63020 - SECURITY SYSTEM		4,270	Historical amounts for 2018/2019 apx. \$5400 to \$5300/ year
<b>SECURITY TOTAL EXPENSE</b>		<b>25,322</b>	
<b>POOL EXPENSE</b>			
61000 - PROFESSIONAL SERVICES		1,000	Write WAC compliance policy and procedures manuals for pool
61012 - CONTINGENCY/MISCELLANEOUS		-	
61020 - UTILITIES EXPENSE		-	
61020.1 - ELECTRICITY EXPENSE		6,592	Previously electricity was not recorded by meter. Going forward, Admin = Admin Building, Maintenance= Parks & RV Dump plus Maint Building, Water= Wells, Security = Security Cameras, Pool = Pool. Plus a 3% Escalation
61020.2 - TELEPHONE/INTERNET EXPENSE		477	Plus 3% of 9/15/19 invoice
61020.4 - PROPANE EXPENSE		9,360	Propane and tank rental. Increase 3% over 2019
<b>TOTAL 61020 - UTILITIES EXPENSE</b>		<b>16,429</b>	
61031 - BUSINESS INSURANCE EXPENSE		-	Record in Admin/ Water Operations
61050 - SUPPLIES		-	
61050.1 - OFFICE SUPPLIES		-	All office supplies in Admin dept
61050.2 - CUSTODIAL SUPPLIES		-	
61050.3 - SAFETY GEAR & CLOTHING		1,700	Estimated based on number of employees & cost per employee
61050.4 - CHEMICALS		5,000	AGM Budget sufficient.
61050 - SUPPLIES - OTHER		1,500	Other supplies, kickboards, tables, chairs, etc.
<b>TOTAL 61050 - SUPPLIES</b>		<b>8,200</b>	
61055 - PAYROLL EXPENSE		41,274	Pool open an additional 2 weeks in 2020 due to school schedule. Pool Manager works apx. 4 hour week in off season. This department is hit the most by the min wage increase in 2020 from \$12/ hr to \$13.50/ hr.
61025 - EMPLOYEE BENEFITS		-	
61056 - PAYROLL TAXES		9,003	
<b>TOTAL 61055 PAYROLL EXPENSE</b>	0	<b>50,277</b>	Since 2016 Minimum wage has increased from \$10.50/ hr to \$13.50/ hour, or 29%. Total projected wages for 2020 from 2016 have increased 33% and the pool is open 2 additional weeks in 2020 over 2019. Total Pool wages thru 10/23/19 is \$38k.
61066 - TRAINING EXPENSE	0	1,200	x2 Employees trained to be certified pool operators plus travel. Lifeguards hired with certification.
62020 - REPAIRS & MAINTENANCE		-	
62020.1 - GROUNDS EXPENSE		-	
62020.6 - STRUCTURAL		1,600	Pool repairs, reasonable per discussion with Pool Manager
62020.7 - EQUIPMENT		500	Equipment repairs, reasonable per discussion with Pool Manager
<b>TOTAL 62020 - REPAIRS &amp; MAINTENANCE</b>		<b>2,100</b>	
62026 - LICENSES AND FEES		450	Pool licenses
62046 - SMALL TOOLS & EQUIPMENT		600	\$55 increase over 2019.
66040 - BUSINESS TAXES		10	Excise Tax on swimming lessons.
<b>POOL TOTAL EXPENSE</b>		<b>80,266</b>	
<b>OTHER/MISC EXPENSES</b>			
61012 - CONTINGENCY/MISCELLANEOUS		-	
62020 - REPAIRS & MAINTENANCE		-	
62020.8 LAKES		11,500	AquaTechnex contract. Increase in cost for invasive species mitigation.
62020.9 VANDALISM		3,500	
<b>TOTAL 62020 - REPAIRS &amp; MAINTENANCE</b>		<b>15,000</b>	
62026 - LICENSES AND FEES		-	
65016 - LEASE/RENT EXPENSE		2,790	Lease of Docks, apx. \$650 quarter plus 3% escalation.
65020 - COMMUNITY SUPPORT		-	
65020.2 - FISHING DERBY		3,000	No change from 2020 AGM Budget
65020.4 - MEMBER RELATIONS COMMITTEE		5,000	No change from 2020 AGM Budget
<b>TOTAL 65020 - COMMUNITY SUPPORT</b>		<b>8,000</b>	
65070 - COMMITTEE MILEAGE REIMBURSEMENT		300	No change from 2020 AGM Budget
INTEREST TO REPAY LOAN FROM RESERVES		3,631	ADD: Cost of interest expense from operations to reserves
RESERVE LOAN REPAYMENT		198,073	ADD: Repayment of loan payment
<b>OTHER/MISC TOTAL EXPENSE</b>		<b>227,794</b>	
<b>OPERATIONS TOTAL EXPENSES</b>			
		<b>915,838</b>	
<b>OPERATIONS NET PROFIT (LOSS)</b>		<b>94,000</b>	2020 projected Net profit of \$94k for 1 month of cash for operating expenses