

Oak Creek Estados Condominium Management Corp
Operating Budget Overview
 January through December 2019

Operating Revenues

Income

Administration Fee	\$ 25
Amenity Keys	\$ 228
Disclosure Fee	\$ 1,760
HOA Dues	\$ 441,198
Late Fees	\$ 900
Long Term Rental Fees	\$ 5,856
Real Estate Resale Fee	\$ 1,000
Short/Vacation Term Rentals	\$ 9,150
Transfer Fee	\$ 1,600
Total Revenues - Operating	<u>\$ 461,717</u>
Returned Check Charges	\$ 12
Interest Income - Savings	\$ 180
Total Income	<u>\$ 461,909</u>

Operating Expenses

Expenses

Bank Service Charges	\$ 115
Computer and Internet Expenses	\$ 616
Contract/Temp Staffing	\$ 15,865
Depreciation Expense	\$ 45,720
Employee Cell Phones	\$ 447
Income Tax	\$ 50
Insurance Expense	
Workers Comp Insurance	\$ 1,980
Insurance Expense - Other	\$ 27,832
Total Insurance Expense	<u>\$ 29,812</u>
Licenses, Permits & Inspections	\$ 893
Office Supplies	\$ 1,560
Payroll Expenses	
Employee Bonus	\$ 250
Payroll Expenses - Other	\$ 54,288
Total Payroll Expenses	<u>\$ 54,538</u>
Payroll Tax Expenses	\$ 4,517
Postage/Mailing Expense	\$ 600
Professional Fees	
Accounting Services	\$ 4,750
Legal Fees	\$ 4,800
QuickBooks Payroll Services	\$ 26
Total Professional Fees	<u>\$ 9,576</u>

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Repairs and Maintenance	
Boiler	\$ 6,000
Cooler	\$ 720
General Maintenance	\$ 12,000
Insect Service	\$ 1,865
Inside Unit Repair	\$ 2,604
Landscaping and Groundskeeping	\$ 7,500
Landscaping Services	\$ 36,000
Office and Clubhouse	\$ 1,500
Outside Unit Repair	\$ 6,000
Pool and Spa Maintenance	\$ 7,500
Railings	\$ 1,500
Sidewalks	\$ 1,560
Small Tools Shop	\$ 540
Total Repairs and Maintenance	\$ 85,289
Small Tools & Equipment	\$ 540
Telephone Expense	\$ 1,446
Utilities	
Electric	\$ 19,400
Gas	\$ 23,400
Sewer	\$ 1,380
Trash Removal Services	\$ 11,100
Water	\$ 29,832
Total Utilities	\$ 85,112
Total Expense	\$ 336,696
Excess of Revenues over Expenses before Capital Reserve Transfers	\$ 125,213
Less: Capital Reserve Transfers	\$ (50,000)
	\$ 75,213

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OCE Budget Overview
January through December 2019

CAPITAL RESERVE BUDGET

Beginning Balance - Capital Reserves	\$ 187,749
Operating Account Transfers	<u>\$ 50,000</u>
Total Reserves Available	\$ 237,749
Capital Improvement Projects	
Catwalks - New	\$ 50,000
Catwalks - Buildings C & G	\$ 45,000
Tile Roof - Bldg A	\$ 17,000
Gravel - Grounds	<u>\$ 3,000</u>
Total Capital Improvement Projects - 2019	<u>\$ 115,000</u>
Excess Capital Reserve Funding	<u>\$ 122,749</u>