

SAMPLE HOA FISCAL DOCUMENT

Estimated Actual, Approved Operation Budget and Proposed Budget

2011 - 2012		2012 - 2013
Estimated Actual	Current Year Approved Budgets	Proposed Budgets for Next Year

Revenues

Assessment Income	123,924	110,000	190,000
Other Income - Interest		500	600
Interest received on Investments	114	600	900
Legal Reimbursement		1,000	1,200
Miscellaneous Income		500	
Special Assessment Income		10,000	85,000
Late Fees		500	600
NSF Revenues	135	300	700
Moving Fee Income		500	1,100
Sport Club Members Fees	1,127	1,500	
Payment Plan Fee	(23)	300	
Reserve Interest Income		1,800	600
Sales : Photocopies	34	100	400
Room Renting	1,127	450	400
Revenues from Vending Machines		1,000	1,400
Storage - Bins	1,149		
Parking Lots	180		
Convenience Fees charged to owners for Credit Car	9		
Total - Revenues	127,776	129,050	282,900

Expenses

Bank Charges	313	800	750
Commissions paid by the Association for credit car	27		
Elevator Maintenance & Repairs	4,103	8,000	8,500
Pest Control	4,091	500	500
Plumbing Repairs & Supplies		2,000	3,000
Janitorial Contract	7,660		20,000
Roof Repairs		3,000	1,500
Insurance : Hazard	7,112	8,000	15,000
Building Maintenance & Repairs	679	5,000	7,500
Insurance : Others		9,000	35,000
Termite Bond Insurance		1,000	2,000
Late Notice Fees	1,014	500	600
Landscape - Beautification Project		3,000	2,000
Landscaping: Contract		5,000	6,000
Landscape - Tree Preservation	7,013	300	500
Landscape - Irrigation system		800	750
Landscaping : Other		1,000	1,500
Management : Contract		8,000	15,000
Meeting Expenses		300	400
Miscellaneous		500	500
Office Supplies	1,313	500	500
Phone, Fax, Internet		750	900
Pool : Repairs & Maintenance		1,500	1,800
Postage & Delivery		600	500

SAMPLE HOA FISCAL DOCUMENTS

Estimated Actual, Approved Operation Budget and Proposed Budget

	2011 – 2012		2012 – 2013
	Estimated Actual	Current Year Approved Budgets	Proposed Budgets for Next Year
Professional Fees : Accounting		2,000	2,500
Professional Fees : Legal Fees		1,500	2,500
Social		300	500
Trash Pickup		5,000	6,000
Utilities : Electric	15,202	10,000	15,000
Utilities : Water/Sewer	2,538	2,000	2,100
Utilities : Others		1,000	1,100
Professional Fees - Architect & Engineering Fees		2,000	3,800
Cleaning Special Services	1,329	1,200	1,500
Bad Debts		500	700
Web Site		600	500
Supervisor - Salary			45,000
Suit Administrative Costs		500	500
Taxes		200	800
Pressure Washing		600	500
Keys & electronic devices		300	400
Pool - Suppliers, Furniture & Accessories		300	400
Club House Repairs		900	300
Cable TV	293	600	1,200
Club House Janitorial		1,500	900
Club House Phone & Cable		800	900
Club House Equipment Repairs		1,500	1,600
Club House Supplies	520	300	400
Payroll Processing		1,200	3,500
Permits, Filing fees & Inspections		500	600
Salaries		15,000	25,000
Employer's contribution for Fica		800	2,500
Employer's contribution for Medicare		500	3,000
Employee Training	2,028	400	500
Boiler Repairs/Maintenance		1,500	2,000
Contribution to Reserve Paving		1,000	2,000
Contribution to Reserve Roof		2,000	3,000
Maintenance & Repair Contingency		4,000	5,000
Contribution to Reserve - Elevators		4,000	5,000
Painting Supplies		1,000	2,000
Air Conditioning	3,539	1,000	2,000
Water Treatment		1,500	3,000
Exercise Room		1,000	1,500
Security			3,500
Employer's contribution to Social Security			5,000
Total - Expenses	58,774	129,050	282,900
Net Income	69,002	0	0

SAMPLE HOA FISCAL DOCUMENT

Balance Sheet

09/30/2011

*****Preliminary*****

*

Assets

Short Term Assets

Owner Receivables	1,187.08
Other Receivables	125.00
Bank Account - Checking	22,303.91
Bank Account for Credit Cards	
Bank Account for Visa credit cards	196.00
TOTAL Bank Account for Credit Cards	196.00
TOTAL Short Term Assets	23,811.99

Total Assets

23,811.99

Liabilities

Short Term Liabilities

Accounts Payable	4,456.00
TOTAL Short Term Liabilities	4,456.00

Security Deposits

Security Deposit for Electronic Device for Fitness Room	600.00
Security Deposits - equipment rental	200.00
TOTAL Security Deposits	800.00

Total Liabilities

5,256.00

Net Worth (Capital)

Operation Fund	18,555.99
Net Income	18,555.99
TOTAL Operation Fund	
	18,555.99
TOTAL Net Worth (Capital)	18,555.99

Total Net Worth

18,555.99

Total Net Worth and Liabilities

23,811.99

Condo Manager Demo

Bank Reconciliation : 11-01-2011

Bank:	No. 00-0000	000 000 00																		
<table border="1" style="width: 100%;"> <tr> <td>Balance on the bank statement as of :</td><td style="text-align: right;">11-01-11</td><td style="text-align: right;">5 499.35</td></tr> <tr> <td>PLUS: deposits not yet passed at the bank at this date</td><td></td><td style="text-align: right;">3 298.00</td></tr> <tr> <td>MINUS: checks not yet passed at the bank at this date</td><td></td><td style="text-align: right;">-2 671.21</td></tr> <tr> <td>Adjusted bank account balance at the same date</td><td></td><td style="text-align: right;">6 126.14</td></tr> <tr> <td>Balance of the account in our books at the same date</td><td></td><td style="text-align: right;">6 126.14</td></tr> <tr> <td>Difference:</td><td></td><td style="text-align: right;">0.00</td></tr> </table>			Balance on the bank statement as of :	11-01-11	5 499.35	PLUS: deposits not yet passed at the bank at this date		3 298.00	MINUS: checks not yet passed at the bank at this date		-2 671.21	Adjusted bank account balance at the same date		6 126.14	Balance of the account in our books at the same date		6 126.14	Difference:		0.00
Balance on the bank statement as of :	11-01-11	5 499.35																		
PLUS: deposits not yet passed at the bank at this date		3 298.00																		
MINUS: checks not yet passed at the bank at this date		-2 671.21																		
Adjusted bank account balance at the same date		6 126.14																		
Balance of the account in our books at the same date		6 126.14																		
Difference:		0.00																		

Date	#	Trx #	Checks	Deposits	Description
10/03/11		66		2,175.00	Deposit 100200.00 - Trans America Bank - operations - 23-3242
10/21/11	122	77	1,000.00		Check to 251200.00 - John Janitor # Salary
10/21/11	120	75	790.54		Check to 250800.00 - Electricity Power Company inc. # GL8734
10/21/11	119	74	567.00		Check to 250400.00 - Cable Florida Inc. # G456
10/21/11	123	78	156.00		Check to 251700.00 - Novotis Elevator inc. # 76542
10/21/11	121	76	145.67		Check to 251100.00 - Generator South Line inc. # 1-22345
10/21/11	118	73	12.00		Check to 250300.00 - Athena Telephone Company # 124-2344-233455
11/01/11		94		255.00	Deposit 100200.00 - Trans America Bank - operations - 23-3242
11/01/11		83		868.00	Deposit 100200.00 - Trans America Bank - operations - 23-3242

<u>Totals</u>	<u>Checks</u>	<u>Deposits</u>	<u>Number</u>
	2,671.21	3,298.00	9