Heritage Key Association, Inc (hka)			
Proposed Operating Budget for 2018			
	Estimated 2017	Actual 2017	Proposed 2018
Association Dues per month	254.00	254.00	254.00
Association Reserves per month	35.00	35.00	35.00
Total Dues and Reserves per month	289.00	289.00	289.00
Income			
Association Fee Income	499,872.00	548,929.00	603,504.00
Miscellaneous Income	9,000.00	5,150.74	6,000.00
Application fees	2,000.00	6,900.00	4,000.00
Collected Bad Debt	-	-	-
Late fees	1,000.00	1,377.03	1,000.00
NSF	100.00	110.00	100.00
Interst (from reserves checking)	200.00	366.28	200.00
Association Reserve Income	68,880.00	75,635.00	81,480.00
Special Assessment	-	-	
Bad debt write off	-	-	-
Total Revenues	581,052.00	638,468.05	696,284.00
Personnel Expense:			
Office Staff	20,000.00	20,727.00	25,000.00
Maintanence Staff	29,000.00	33,664.00	35,000.00
Security staff	47,000.00	54,309.04	50,000.00
Contract Cleaning Staff	11,000.00	10,935.00	11,200.00
Contract Painting	7,000.00	10,825.00	7,000.00
Payroll taxes	1,800.00	1,494.61	1,800.00
Workers Comp.	1,500.00	30.61	100.00
Health Insurance	1,000.00	3,997.88	4,000.00
Total Personnel Expenses	118,300.00	135,983.14	134,100.00
Administration Expense:			
Management Fee	13,500.00	19,216.46	22,000.00
Bank Charges	3,000.00	2,387.22	2,500.00
Credit Reports	600.00	1,888.78	1,000.00
Dues & Subscriptions	200.00	116.13	200.00
Meals & Entertainment	500.00	295.54	500.00
Training Expenses	-	-	-
Finance Charges	300.00	312.00	300.00
Office Supplies	3,130.00	6,268.67	4,000.00
Computer Expenses	6,000.00	10,225.34	6,000.00
Postage	700.00	1,138.79	700.00
Telephone-Admin	3,500.00	649.75	1,000.00
Admin Vehicle Expense	700.00	3,605.62	700.00

Accounting Services	900.00	1,590.63	900.00
Legal & Professional Fees	500.00	1,376.66	1,000.00
Other Administrative Expenses	800.00	32.24	500.00
Total Administration Expenses	34,330.00	49,103.83	41,300.00
Maintenance Expenses:			
General Maintenance Expense	2,000.00	2,947.41	2,500.00
Maintenance Reimbursement	(1,000.00)	_	-
Building Supplies	1,700.00	5,205.14	1,700.00
Appliance supplies	300.00	81.09	300.00
Pool Maintenance	33,000.00	41,200.33	40,000.00
Electrical supplies	2,000.00	4,314.54	2,000.00
HVAC Supplies	100.00	-	-
Equipment Expense	11,000.00	24,528.60	21,000.00
Small tool expense	500.00	-	-
Plumbing supplies	400.00	326.14	400.00
Paint Supplies	3,000.00	907.22	3,000.00
Cleaning Supplies	500.00	928.64	1,000.00
Vehichle Expense	800.00	93.92	800.00
Trash Removal	17,000.00	15,181.83	16,000.00
Exterminating	8,000.00	8,970.00	8,000.00
Contract Building Repair	3,000.00	12,582.90	3,000.00
Contract Appliance Repair	100.00	-	-
Contract Plumbing Repair	100.00	-	-
Contract Electric Repair	2,000.00	1,163.86	1,000.00
Contract Paving Repair	500.00	3,468.00	5,000.00
Contract HVAC Repair	1,000.00	262.41	1,000.00
Contract Carpet Cleaning	700.00	-	200.00
Total Maintenance Expenses	86,700.00	122,162.03	106,900.00
Ground Expenses:			
Contract Grounds-Mowing	48,000.00	53,421.39	55,000.00
Contract Grounds Misc.	30,000.00	46,697.12	40,000.00
Grounds supplies	3,400.00	6,765.35	3,400.00
One time addition: Landscaping			35,000.00
Total Ground Maintenance Expense	81,400.00	106,883.86	133,400.00
Total Variable Expenses	320,730.00	414,132.86	415,700.00
Fixed Expenses			
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Utilities, Taxes & Insurance:			
Water & Sewer	4,500.00	5,456.40	5,200.00
Electric	45,000.00	46,177.05	45,000.00
Gas	9,000.00	8,825.79	9,000.00
Real Estate Taxes	1,000.00	295.00	1,000.00
Property Insurance	125,000.00	101,883.73	95,000.00

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184,500.00	162,637.97	155,200.00
505,230.00	576,770.83	570,900.00
40,000.00		42,520.00
17,000.00		19,520.00
3,880.00		6,400.00
8,000.00		7,670.00
		5,370.00
68,880.00		81,480.00
574,110.00		608,476.00
		43,904.00
760	414,939.22	
	75,853.97	
	40,000.00 17,000.00 3,880.00 8,000.00 68,880.00	505,230.00 576,770.83 40,000.00 17,000.00 3,880.00 8,000.00 68,880.00 574,110.00

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