

2010 Administration

ACCT#

		**						
		2008	2008	2009	2009	2010	% of inc. Foreca	% of inc. Budget
		Budget	Actual	Budget	Forecasted	Budget	2009/2010	2009/2010
ADMINISTRATION								
60101	Association Staff	469,678	456,947	480,337	473,420	475,269	0.39%	-1.06%
60110	Staff Education	3,000	3,484	3,000	3,000	3,500	16.67%	16.67%
60115	Manager's Allowance	1,000	990	1,000	950	1,000	5.26%	0.00%
60126	Telephone	9,600	7,620	8,100	8,100	8,100	0.00%	0.00%
60132	Meetings/Travel	5,900	3,527	4,200	4,000	3,700	-7.50%	-11.90%
60160	Office Supplies	12,000	11,949	12,000	12,000	12,000	0.00%	0.00%
60161	Photo Card Expense	4,090	4,155	4,090	4,150	4,600	10.84%	12.47%
60163	Printing Expense	8,105	2,918	7,650	7,700	7,750	0.65%	1.31%
60164	Office Operation Expense	18,575	18,368	19,475	21,000	21,595	2.83%	10.89%
60170	Postage	11,450	7,437	8,950	7,500	7,650	2.00%	-14.53%
60176	Annual Mailings	11,500	8,003	8,500	8,400	8,500	1.19%	0.00%
60204	Accounting Fees	9,000	19,751	15,000	12,212	10,750	-11.97%	-28.33%
60205	Investment Bank Fees	8,500	8,299	8,500	7,500	7,500	0.00%	-11.76%
60208	Legal	30,400	33,095	40,000	60,000	40,000	-33.33%	0.00%
60210	Licenses/Fees	1,685	1,570	1,685	2,100	2,195	4.52%	30.27%
60220	Insurance	21,049	21,147	21,155	20,840	22,490	7.92%	6.31%
60230	Resident Directories	6,800	372	4,000	1,000	1,000	0.00%	-75.00%
60240	Newsletter	21,200	4,341	5,200	5,000	5,200	4.00%	0.00%
60999	Admin Contingency		41,948			-		
TOTAL ADMINISTRATIVE OPERATING		653,532	655,921	652,842	658,872	642,799	-2.44%	-1.54%
TOTAL ADMINISTRATIVE RESERVE		9,947	9,947	6,865	6,865	4,065	-40.79%	-40.79%
TOTAL ADMINISTRATIVE EXPENSES		663,479	665,868	659,707	665,737	646,864	-2.83%	-1.95%

ADMINISTRATIVE COSTS - ESTIMATED 2010

60101	ASSOCIATION STAFF		\$ 475,269.40
	Wages	\$ 345,718.40	
	Taxes & Benefits	\$ 129,551.00	
60110	STAFF EDUCATION		\$ 3,500.00
	Training Seminars & CAM Updates: Office Staff	\$ 3,000.00	
	Director of Covenant Enforcement	\$ 500.00	
60115	MANAGER'S ALLOWANCE		\$ 1,000.00
	\$1000 Allowance for unbudgeted items	\$ 1,000.00	
60126	TELEPHONE		\$ 8,100.00
	Embarq & Cell Phones Avg. \$675per mo.		
60132	Misc./Travel/Meetings		\$ 3,700.00
	Travel CAM & DRC& Maint(\$100per mo.)	\$ 1,200.00	
	Annual Holiday Employee party	\$ 2,500.00	
60160	OFFICE SUPPLIES		\$ 12,000.00
	Avg \$1000 month	\$ 12,000.00	
60161	PHOTO CARD EXPENSES		\$ 4,600.00
	Additional Cards	\$ 300.00	
	Ribbons 10yr @ \$255	\$ 2,550.00	
	Badges Holders & Chains	\$ 200.00	
	Service Contract	\$ 1,550.00	
60163	PRINTING		\$ 7,750.00
	Amenity Brochures	\$ 1,600.00	
	Storm Brochures	\$ 1,400.00	
	Letterhead & Envelopes	\$ 500.00	
	Resident Handbook Inserts	\$ 1,500.00	
	Resident Handbook Binders	\$ 1,600.00	
	Guest Passes	\$ 750.00	
	Business Cards	\$ 400.00	
60164	OPERATION EXPENSE		\$ 21,595.00
	Pitney - mail machine lease /543.78 per qtr	\$ 2,175.00	
	Konica Copier 300.00 per mo	\$ 3,600.00	
	Copy overage approx \$300 per month	\$ 3,600.00	
	Secure Storage \$235	\$ 2,820.00	
	Web Hosting \$100 per month	\$ 1,200.00	
	Computer Solutions - 40 hrs @ \$100	\$ 4,000.00	
	Comcast \$165 per month	\$ 1,980.00	
	Software Support \$185 per mo	\$ 2,220.00	
60170	POSTAGE		\$ 7,650.00
	Monthly mailings	\$ 1,000.00	
	Annual Assessment & Annual Meeting - 3,000 Homeowners	\$ 4,500.00	
	\$300 Briefing	\$ 1,200.00	
	Accounts Payable Mailings	\$ 950.00	
60176	Annual Mailings		\$ 8,500.00
	Annual Election Mail out	\$ 3,000.00	
	Annual Assessment Mailing (printing & envelopes)	\$ 5,500.00	

60204	ACCOUNTING FEES		\$ 10,750.00
60205	INVESTMENT BANK FEES		\$ 7,500.00
60208	Legal		\$ 40,000.00
	Monthly retainer \$3000	\$ 36,000.00	
	Misc legal expense	\$ 4,000.00	
60210	LICENSES & FEES		\$ 2,195.00
	Community Association Institute Membership	\$ 600.00	
	CAM Lic. Renewals (3) CAM	\$ 650.00	
	State of Florida Corporate Annual Report	\$ 150.00	
	Chamber of Commerce	\$ 285.00	
	ECCL Dues	\$ 200.00	
	Occupancy License	\$ 60.00	
	Esteros Chamber of Commerce	\$ 250.00	
60220	INSURANCE		\$ 22,490.00
	Electronic Data	\$ 1,750.00	
	Directors & Officers Liability Insurance Policy #	\$ 7,920.00	
	Employee Crime Coverage Policy #	\$ 2,390.00	
	Workmen Comp	\$ 590.00	
	Auto	\$ 310.00	
	Employee Benefit Liability	\$ 235.00	
	GAB Appraisal	\$ 350.00	
	Liability	\$ 1,900.00	
	Umbrella	\$ 7,045.00	
60230	Resident Directories		\$ 1,000.00
	Directories - Delivered to all residents annually Based on ads		
60240	Newsletter (Pelican Brief) - Quarterly		\$ 5,200.00
	Newsletter (Pelican Brief) -Quarterly @ \$1,300		
TOTAL ADMINISTRATIVE OPERATING:			\$ 642,799.40
TOTAL ADMINISTRATION RESERVES			\$ 4,064.51
TOTAL ADMINISTRATION EXPENSES			\$ 646,863.91

Per household Operating \$ 207.55 Reserves \$ 1.32

Administration -

- a. No increase in wages estimate slight increase in Health Ins cost
- b. Added \$500 for additional CAM education
- c. Annual Christmas party downsized cost reduced \$500
- d. Photo Id expense increased approx \$500 due to purchase of additional supplies for cards expiring in 2010
- e. Operation expense increased \$2,000 due to increase in copy expenses
- f. Postage decreased due to electronic distribution of newsletter
- g. Accounting fees decreased there will be no additional expenses next year
- h. Insurance estimated 5% increase
- i. Resident directory decrease due to sale of ads
- j. Reserves decreased due to change of replacement cost for computers

Administration Staff

1 CAM

1 Assist. CAM

1 Accountant

1 Director of Covenant Enforcement

1 Communications Specialist

2 Front Desk Receptionists - Positions cut 10hrs Each in summer

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No Request

2010 Admin Reserves

Acct#	ADMIN	Estimated	Estimated	Estimated	2008 Funding	1/1/08 Balance	2008 Expense	12/31/08 Bal	2009		2009 Expenses	12/31/09 Bal	2010 contribution
		Life in Years	Remaining Life	Replacement Cost					Contribution	1/1/09 Bal			
30101	Computers	3	3	\$ 12,000.00	\$ 3,345.88	\$ 20,495.84	\$ 4,581.32	\$ 15,914.52	\$ 1,361.83	\$ 17,276.35		\$ 17,276.35	\$ -
30102	Office Furniture	15	12	\$ 31,000.00	\$ 661.40	\$ 26,370.20	\$ -	\$ 26,370.20	\$ 385.82	\$ 26,756.02		\$ 26,756.02	\$ 353.67
30103	Replace Telephone System	12	7	\$ 15,000.00	\$ 958.61	\$ 8,289.72	\$ -	\$ 8,289.72	\$ 958.61	\$ 9,248.33		\$ 9,248.33	\$ 821.67
30104	Replace Carpeting	7	7	\$ 6,200.00	\$ 698.70	\$ 4,103.92	\$ 4,031.00	\$ 72.92	\$ 1,219.22	\$ 1,292.14		\$ 1,292.14	\$ 701.12
30105	Replace Wall Coverings	8	3	\$ 3,000.00	\$ 338.08	\$ 1,985.75	\$ -	\$ 1,985.75	\$ 338.08	\$ 2,323.83		\$ 2,323.83	\$ 225.39
30106	Replace Window Coverings	8	3	\$ 3,500.00	\$ 394.41	\$ 2,316.77	\$ -	\$ 2,316.77	\$ 394.41	\$ 2,711.18		\$ 2,711.18	\$ 262.94
30107	Upgrade Software	5	5	\$ 7,500.00	\$ 2,400.00	\$ 7,800.00	\$ 6,166.40	\$ 1,633.60	\$ 1,340.00	\$ 2,973.60		\$ 2,973.60	\$ 905.28
30108	Phase II Furniture	15	12	\$ 13,000.00	\$ 1,300.00	\$ 2,600.00	\$ -	\$ 2,600.00	\$ 866.67	\$ 3,466.67		\$ 3,466.67	\$ 794.44
	TOTAL			\$ 91,200.00	\$ 10,097.08	\$ 73,962.20	\$ 14,778.72	\$ 59,183.48	\$ 6,864.64	\$ 66,048.12		\$ 66,048.12	\$ 4,064.51