
2018 OPERATING BUDGET

APPROVED 11/14/17

ACA 2018 BUDGET - CHART OF MONTHLY ASSESSMENTS
Final assessments rounded by CMI

Members in 2015 = 900 includes all lots														
GENERAL ASSESSMENT:														
General Operating														
Administrative														
Communications														
General Maintenance														
Contract Maintenance														
Swim & Tennis Facilities														
Swim & Tennis Facilities Reserve														
General & Operating Reserves														
Total General Assessment														
PARCEL ASSESSMENT														
Parcel Operating														
Parcel Reserves***														
Total Parcel Assessment														
MANAGEMENT COMPANY ASSESSMENT														
TRASH ASSESSMENT PARCEL														
LOT LANDSCAPE MAINTENANCE PARCEL														
Total includes 2-acre lots / Assessment Varies by Lots														
LONG RANGE LANDSCAPE PLAN														
VEHICLE RESERVE														
2018 ASSESSMENT														
2016 Assessment														
2017 Assessment														
Percentage Increase over 2017														
2017 Assessment														
2016 Amended Assessment-Annualized														
Percentage Increase over 2016(From Amended)														
2016 Historical Assessment Rates														
2016 Amended Assessment-Annualized														
2016 Amended Assessment														
2016 Assessment														
2015 Assessment														
Percentage Increase over 2015														
2015 Assessment														
Percentage Increase over 2014														
2014 Assessment														
2013 Assessment														
Percentage Increase over 2013														

ACA 2018 BUDGET/DRAFT

Acct. Code	Description	2016 Budget	2016 Actual Per Audit	2017 Budget	2017 Projected	2018 Budget	Notes
GENERAL OPERATING							
EMPLOYEE COMPENSATION							
453-462	Cumulative Employee Compensation	\$527,511	\$523,602	\$537,923	\$524,200	\$540,050	1
456	Pool & Seasonal Staff	\$25,000	\$14,496	\$25,000	\$0	\$25,000	
464	Other Labor	\$20,000	\$15,938	\$22,000	\$22,000	\$23,000	
465	Payroll Taxes	\$47,315	\$44,212	\$49,000	\$49,000	\$49,000	
466	Simple IRA Contribution	\$12,000	\$12,734	\$13,500	\$13,808	\$14,600	
Total Employee Compensation		\$631,826	\$610,982	\$647,423	\$609,008	\$651,650	
INSURANCE							
472	Master Liability & Prop. Damage	\$19,000	\$12,088	\$13,096	\$13,033	\$13,004	
473	Umbrella	\$7,440	\$7,139	\$7,440	\$7,391	\$7,293	
474	Directors & Officers Liab./Fidelity	\$10,771	\$9,810	\$9,883	\$9,911	\$9,971	
475	Workers Compensation	\$11,877	\$11,958	\$12,121	\$12,135	\$12,165	
476	Employee Health/Benefits	\$73,691	\$59,581	\$74,806	\$57,000	\$63,000	2
477	Vehicles Insurance	\$8,287	\$8,000	\$8,932	\$9,275	\$9,965	
Total Insurance		\$131,066	\$108,576	\$126,278	\$108,745	\$115,398	
TAXES - FEDERAL, STATE, LOCAL							
480	Real Estate Water Quality Taxes	\$14,210	\$24,167	\$24,000	\$25,754	\$26,000	
481	Federal and State (income) taxes	\$0	\$0	\$0	\$0	\$0	
Total Taxes		\$14,210	\$24,167	\$24,000	\$25,754	\$26,000	
PROFESSIONAL FEES							
485	Legal - General	\$120,000	\$161,004	\$80,000	\$60,000	\$70,000	
488	Audit & Tax Preparation	\$7,100	\$7,900	\$7,500	\$9,000	\$9,000	
489	Other Consultants	\$11,000	\$7,068	\$20,000	\$20,000	\$12,000	
490	Web Site Development	\$1,000	(\$4,340)	\$1,000	\$1,000	\$1,000	
Total Professional Fees		\$139,100	\$171,632	\$108,500	\$90,000	\$92,000	
EMPLOYEE IMPROVEMENT							
492	Industry Lit./Memberships	\$900	\$432	\$900	\$900	\$900	
493	Seminars/Continuing Education	\$2,500	\$60	\$2,500	\$2,500	\$2,500	
Total Employee Improvement		\$3,400	\$492	\$3,400	\$3,400	\$3,400	
OTHER GENERAL OPERATING							
495	Licenses and Fees	\$3,150	\$4,528	\$4,550	\$4,550	\$4,800	
498	Social Committee	\$2,000	\$1,239	\$2,000	\$2,000	\$2,000	
499	Other Operating	\$52,000	\$48,998	\$53,000	\$53,000	\$53,000	
500	Office Utilities	\$16,500	\$16,999	\$17,000	\$17,000	\$17,500	
501	Entrance Feature Lighting	\$2,400	\$2,295	\$2,400	\$2,400	\$2,500	

Acct. Code	Description	2016 Budget	2016 Actual Per Audit	2017 Budget	2017 Projected	2018 Budget	Notes
Total Other General Operating		\$76,050	\$74,059	\$78,950	\$78,950	\$79,800	
SURVEILLANCE							
503	Cellular Phones	\$500	\$395	\$500	\$500	\$500	
504	Uniforms - Special Equip.	\$900	\$1,215	\$1,000	\$1,200	\$1,200	
	Total Surveillance	\$1,400	\$1,610	\$1,500	\$1,700	\$1,700	
	Total General Operating	\$997,052	\$991,518	\$990,051	\$917,557	\$969,948	
ADMINISTRATIVE EXPENSES							
505	Office Supplies	\$2,500	\$2,045	\$2,500	\$2,500	\$2,500	
506	Stationery Supplies	\$950	\$776	\$1,100	\$1,100	\$1,100	
507	Office Equipment	\$300	\$390	\$300	\$300	\$300	
508	Machine Supplies	\$1,400	\$1,094	\$1,450	\$1,450	\$1,450	
509	Postage	\$9,200	\$10,120	\$8,000	\$8,000	\$8,200	
511	Telephone	\$9,400	\$8,031	\$9,400	\$8,500	\$9,500	
517	Equip. Repairs/Upgrades	\$3,500	\$4,468	\$3,700	\$3,350	\$3,700	
518	Copy Paper/Supplies	\$875	\$827	\$900	\$875	\$925	
520	Bad Debt	\$20,000	\$18,989	\$10,000	\$10,000	\$10,000	
525	Other Administrative	\$9,000	\$10,641	\$7,500	\$8,500	\$9,000	
	Total Administrative	\$57,125	\$57,381	\$44,850	\$44,575	\$46,675	
COMMUNICATIONS							
531	Newsletter Printing	\$4,150	\$1,378	\$4,200	\$4,200	\$4,500	
544	Resale Program	\$400	(\$2,170)	\$400	\$400	\$400	
550	Other Communications	\$2,000	\$101	\$10,500	(\$1,300)	\$2,000	3
	Total Communications	\$6,550	(\$691)	\$15,100	\$3,300	\$6,900	
GENERAL MAINTENANCE							
576	Fuel - Vehicles	\$13,500	\$11,031	\$12,300	\$12,300	\$12,500	
577	Maintenance - Vehicles	\$9,000	\$6,998	\$7,000	\$7,500	\$7,500	
580	Street Sign Maintenance	\$1,500	\$175	\$1,500	\$1,500	\$1,500	
585	Hand Tools	\$750	\$481	\$750	\$750	\$750	
588	General Supplies	\$3,000	\$3,456	\$3,000	\$3,200	\$3,200	
590	Street Light Repairs	\$9,200	\$9,548	\$11,000	\$10,000	\$10,000	

Acct. Code	Description	2016 Budget	2016 Actual Per Audit	2017 Budget	2017 Projected	2018 Budget	Notes
<i>General Maintenance Continued...</i>							
591	Common Area Tree Removal	\$26,000	\$19,932	\$24,000	\$22,000	\$23,000	
595	Other General Maintenance	\$2,000	\$2,035	\$2,000	\$2,000	\$2,100	
602	Bldg. Maint. & Info. Ctr. Repairs	\$6,000	\$5,688	\$6,000	\$5,500	\$6,000	
	Total General Maintenance	\$70,950	\$59,344	\$67,550	\$64,750	\$66,550	
CONTRACT MAINTENANCE							
611	Trash Removal Common Area	\$1,100	\$960	\$1,100	\$1,000	\$1,000	
614	Snow Services	\$60,000	\$89,043	\$60,000	\$60,000	\$60,000	
619	Common Area. Landscape Maint.	\$684,333	\$684,331	\$703,082	\$703,082	\$711,024	4
626	Site Maintenance & Repair	\$72,000	\$72,022	\$72,000	\$72,000	\$74,000	
635	Other Contract Maintenance	\$6,000	\$6,470	\$6,000	\$6,000	\$7,000	
639	Street Sweeping	\$2,500	\$2,500	\$2,600	\$2,625	\$2,700	
640	Mosquito Control	\$900	\$895	\$780	\$359	\$800	
	Total Contract Maintenance	\$626,833	\$856,221	\$845,562	\$845,066	\$856,524	
SWIM & TENNIS FACILITIES							
701	Pool Management	\$57,000	\$59,900	\$70,000	\$70,200	\$73,000	5
703	Pool Maintenance	\$31,500	\$21,130	\$31,500	\$31,000	\$32,500	
705	Pool Landscape	\$8,000	\$8,674	\$8,200	\$8,600	\$8,600	
707	Pool Utilities	\$55,500	\$35,940	\$44,000	\$42,000	\$44,000	
708	Swim Team Expense	\$14,400	\$19,458	\$3,000	\$1,500	\$1,500	
712	Pool Trash	\$2,400	\$1,050	\$1,800	\$1,170	\$1,200	
714	Mont. County Water Quality Tax	\$2,600	\$3,700	\$3,153	\$3,462	\$3,500	
716	Misc Pool Expenses	\$2,500	\$1,606	\$2,500	\$2,600	\$2,600	
750	Debt Service	\$49,106	\$22,239	\$48,708	\$48,708	\$48,708	
	Total Swim & Tennis Facilities	\$223,006	\$173,697	\$212,861	\$209,240	\$215,608	Audit=Interest only
	Pool Income Offset	(\$49,064)		\$0	\$0	\$0	
	Total Swim and Tennis	\$173,942	\$173,697	\$212,861	\$209,240	\$215,608	
	TOTAL SWIM & TENNIS FACILITIES RESERVE	\$120,000	\$120,000	\$80,000	\$80,000	\$80,000	
	TOTAL GENERAL & OPERATING RESERVES	\$79,850	\$79,850	\$87,843	\$87,843	\$137,843	6
	TOTAL GENERAL ASSESSMENT	\$2,332,302	\$2,337,320	\$2,343,817	\$2,252,331	\$2,380,048	
PARCEL OPERATING							
900	Electricity - Street Lights Parcel	\$15,042	\$16,886	\$15,854	\$16,000	\$17,000	
902	Putting Green Watering - Parcel	\$1,000	\$2,706	\$1,200	\$2,500	\$2,500	
904	Putting Green Irrig. Repair - Parcel	\$800	\$248	\$800	\$400	\$500	
905	Rapley Preserve Operating Expenses	\$105,200	\$108,419	\$107,125	\$107,625	\$107,325	
906	Prescott Association Expenses	\$59,280	\$80,530	\$61,225	\$55,000	\$56,157	

Acct. Code	Description	2016 Budget	2016 Actual Per Audit	2017 Budget	2017 Projected	2018 Budget	Notes
Total Parcel Operating		\$181,322	\$208,789	\$186,204	\$181,525	\$183,482	
	PARCEL RESERVES (80001-80007)	\$222,836	\$222,836	\$222,824	\$222,824	\$206,235	
	MANAGEMENT COMPANY ASSESSMENT (451)	\$55,156	\$55,064	\$55,156	\$55,156	\$55,156	
	TRASH ASSESSMENT PARCEL (901)	\$149,000	\$150,942	\$157,000	\$157,000	\$158,000	
	LOT LANDSCAPE MAINTENANCE PARCEL (618)	\$1,283,297	\$1,288,686	\$1,309,300	\$1,316,380	\$1,321,248	4
	LONG RANGE LANDSCAPE PLAN	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	
	VEHICLE RESERVE	\$10,680	\$10,680	\$10,680	\$10,680	\$16,020	
TOTAL:		\$4,294,593	\$4,334,317	\$4,352,061	\$4,245,216	\$4,380,189	

Acct. Code	Description	2016 Budget	2016 Actual Per Audit	2017 Budget	2017 Projected	2018 Budget	Notes
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RECONCILIATION TO AUDIT F/S

	\$4,334,317						
Deprecation	\$2,121						
Parcel Reserves (80001-80007)	(\$222,836)						
Swin and Tennis Reserve	(\$120,000)						
Long Range Landscape Plan	(\$60,000)						
Vehicle Reserve	(\$10,680)						
Total General & Operating Reserves	(\$79,850)						
Per Audited F/S	\$3,843,072						
	\$3,843,072						
	\$0						

Notes

- 1 Average increase is projected at 3%.
- 2 A 15% increase in health insurance is budgeted for 2018.
- 3 Community Directory not planned for 2018.
- 4 Landscape Contract for common area increased 1.13% and 1.13% for lots. 2 acre participation estimated at 39 lots.
- 5 Pool Management Contract assumes same hours for lifeguard coverage and no increase to minimum wage.
- 6 General Reserve contribution is \$62,843/ Operating Reserve contribution is 75k. \$50k of operating reserve is collected in event that MoCo minimum wage increases and pesticide bill is passed by higher court.

Breakdown of Parcel Operating and Reserve Expenses For 2018 budget

	2018 Budget	Rapley 1/2 Acre	Rapley 2 Acres	Deer Hollow	Pleasant Gate	Players Crossing Towns	Prescott Towns	Gates Patio	Prescott Patio	Chartwell Cluster	Other Clusters	Half Acre	Two Acres
PARCEL OPERATING EXPENSES		45	8	5	60	82	31	51	101	34	153	242	88
900 Electricity - lights, other	\$17,000	\$12.74	\$12.74	\$0.00	\$0.99	\$2.64	\$2.97	\$1.29	\$2.97	\$0.00	\$0.00	\$0.00	\$0.00
902 Putting Green Water	\$2,500	\$0.00	\$0.00	\$0.00	\$0.00	\$2.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
904 Putting Green Irrigation	\$500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
905 Rapley Falls, Irig, flowers etc	\$107,325	\$168.75	\$168.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
906 Prescott Assoc. Expenses	\$56,157	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.45	\$0.00	\$35.45	\$0.00	\$0.00	\$0.00	\$0.00
Total Parcel Operating	\$183,482	\$181.49	\$181.49	\$0.00	\$0.99	\$5.69	\$38.42	\$1.29	\$38.42	\$0.00	\$0.00	\$0.00	\$0.00
PARCEL RESERVES CONTRIBUTIONS													
80007 Rapley Preserve	\$53,000	\$83.33	\$83.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80002 Deer Hollow	\$4,600	\$0.00	\$0.00	\$76.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80005 Pleasant Gate	\$21,800	\$0.00	\$0.00	\$0.00	\$30.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80004 Players Crossing	\$26,700	\$0.00	\$0.00	\$0.00	\$0.00	\$27.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80006 Prescott*	\$69,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.56	\$0.00	\$43.56	\$0.00	\$0.00	\$0.00	\$0.00
80003 The Gates	\$24,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80001 Chartwell	\$7,135	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.49	\$0.00	\$0.00	\$0.00
Total Parcel Reserves Contributions	\$206,235	\$83.33	\$83.33	\$76.67	\$30.28	\$27.13	\$43.56	\$39.22	\$43.56	\$17.49	\$0.00	\$0.00	\$0.00
TOTAL PARCEL ASSESSMENT	\$389,717	\$264.82	\$264.82	\$76.67	\$31.26	\$32.83	\$81.98	\$40.51	\$81.98	\$17.49	\$0.00	\$0.00	\$0.00

* Prescott Association Reserve Contribution is included in the total Prescott Parcel Reserve Contribution - see account number 80006
Note: Account #906 represents expenses for Prescott Association now being included in the Avenel/Prescott Parcel Assessment since 2003
Note: Stone or brick mailbox piers are the responsibility of individual homeowners and are not reserved for in either parcel reserves or general reserves.

PRESCOTT ASSOCIATION BUDGET FOR 2018

Included As Prescott Parcel Expenses In Avenel Budget (Code 906)

	2017	2017	2018
	Budget	Projected	Budget
EXPENSES:			
ADMINISTRATIVE:			
Tax Preparation Expense	\$600	\$600	\$600
Misc. Expense	\$100	\$100	\$100
Postage and Printing/Annual Meeting	\$130	\$150	\$150
Total Administrative	\$830	\$850	\$850
CONTRACTED SERVICES:			
Lawn Maintenance	\$14,445	\$14,449	\$14,557
Snow Removal	\$37,500	\$25,000	\$32,000
Total Contracted Services	\$51,945	\$39,449	\$46,557
MAINTENANCE:			
Electrical Maintenance	\$250	\$400	\$350
Gatehouse Maintenance/Water	\$800	\$1,100	\$1,000
Landscaping (Flowers)	\$5,000	\$5,000	\$5,000
Total Maintenance	\$6,050	\$6,500	\$6,350
TAXES AND INSURANCE:			
Insurance Premium	\$2,400	\$2,400	\$2,400
Total Taxes and Insurance	\$2,400	\$2,400	\$2,400
TOTAL OPERATING EXPENSES	\$61,225	\$49,199	\$56,157

RAPLEY PRESERVES ASSOCIATION BUDGET 2018

Included As Rapley Parcel Expenses In Avenel Budget (Code 905)

EXPENSES:

CONTRACT & MAINTENANCE SERVICES:

	2017 Budget	2017 Projected	2018 Budget	Notes
Telephone/Guard House	\$2,200	\$2,200	\$2,200	
Gate Maintenance Contract	\$8,100	\$8,100	\$8,100	1
Flower Rotation	\$8,500	\$7,800	\$8,000	2
Alarm Monitoring	\$325	\$525	\$325	
Water (irrigation, waterfall, guard house)	\$1,500	\$2,000	\$2,200	3
Irrigation/waterfall repairs	\$2,000	\$2,000	\$2,000	
Guard Service	\$84,500	\$84,500	\$84,500	4
Total Contracted & Maintenance Services	\$107,125	\$107,125	\$107,325	

UTILITIES

Electric (Code 900)	\$6,622	\$7,500	\$8,100	5
Total Utilities	\$6,622	\$7,500	\$8,100	
TOTAL OPERATING EXPENSES	\$113,747	\$114,625	\$115,425	

- 1) Represents annual maintenance contract and repairs outside the scope of the contract.
- 2) Estimated cost of two flower rotations and allowance for replacement of damaged flowers.
- 3) Water/WSSC for guard house, irrigation and water falls.
- 4) Annual cost of guard service for 10 hours of coverage per day and allowance for holiday overtime. Does not account for potential increase in MoCo minimum wage.
- 5) Estimated cost of electricity for street lights, waterfall lights, gatehouse lighting, gatehouse utilities, etc.