

**PLAZA 2009
APPROVED
BUDGET**

	A	B	C	D	E	F	H	I	J	K
		2007 Actuals	2008	2008 Actual through 8/31/08	2008 Estimated Actual 9/1/08 12/31/08	2008 Total Estimated Actual	2009 Proposed Budget	\$ Budget Variance	% Budget Variance	Notes
1										
2	OPERATING FUND									
3	Beginning Balance	(13,471)	(20,739)	(29,048)	0	(29,048)	(10,158)			
4	INCOME									
5	Annual Operating Assessments	235,177	248,219	165,479	82,740	248,219	268,246	20,027	8%	Makes up for 2007 and 2008 losses of about \$10,000
6	Reserve Fund Assessments	75,000	75,000	50,000	25,000	75,000	75,000	0	0%	
7	One-Time Special Assessment	0	30,000	30,000	0	30,000	0	-30,000	-100%	
8	Elevator Assessments	11,140	9,945	6,012	3,933	9,945	15,039	5,094	51%	Apply \$2,251 accrued liability to 2008 underbilling; leaves \$1,137.13 in 2008 underbillin
9	Prior Year Overage/Shortage - Elevator				508	508	930			
10	Refund 2nd & 5th Floors for Hallway	(10,436)	(11,295)	(7,530)	(3,765)	(11,295)	(11,860)	-565	5%	Propose fixed amount + % increase each year
11	Interest Income	28	0	(28)	0	(28)	0	0	n/a	In 2007 a construction Deposit was posted to interest income instead of interest refundable to owners. This expense moves it to the correct account in 2008
12	2007 Heat System Special Assessment	28,000	0	0	0	0	0	0	0%	
13	2007 Insurance Claim Reimbursement	14,518	0	0	0	0	0	0	0%	
14	TOTAL INCOME	353,427	351,869	243,933	108,416	352,349	347,356	-4,513	-1%	
15	EXPENSES									
16	Exterior Maintenance Expenses									
17	General Maintenance - Exterior	(1,754)	(7,000)	(340)	(6,000)	(6,340)	(7,000)	0	0%	2008 includes replacement of exterior windows and doors (hardware, glass & labor)
18	Maintenance Parts and Supplies	(4,461)	(3,000)	(1,161)	(500)	(1,661)	(3,000)	0	0%	
19	Snow Removal -Ground (Nov 06 - Mar 07)	(2,407)	(2,700)	(2,446)	0	(2,446)	(2,700)	0	0%	
20	Snow Removal - Roof (Nov 06 - Mar 07)	0	(500)	(543)	0	(543)	(500)	0	0%	
21	Roof & Soffit Repair	(13,000)	(13,000)	(55)	(13,000)	(13,055)	(14,000)	1,000	8%	2008 will also use accrued liability of \$12,671
22	Painting	(3,523)	(5,000)	(22)	(6,120)	(6,142)	(6,000)	1,000	20%	2008 all green trim plus 3 main door:
23	Window Washing (2x per year)	(6,930)	(7,300)	(3,395)	(3,395)	(6,790)	(7,130)	-171	-2%	actual
24	Holiday Decorations	(647)	0	(313)	(500)	(813)	(500)	500	n/a	
25	Fire Extinguishers	(79)	(100)	0	0	0	(100)	0	n/a	
26	Fire Code Compliance	(593)	(100)	(56)	(100)	(156)	(100)	0	n/a	
27	Total	(33,394)	(38,700)	(8,331)	(29,615)	(37,946)	(41,030)	2,330	6%	
28	Interior Maintenance Expenses									
29	General Maintenance - Interior	(9,482)	(12,000)	(9,052)	(3,000)	(12,052)	(12,000)	0	0%	
30	Installation for Deck Heat Controls	(7,285)	0	0	0	0	0	0	0%	
31	Alarm System - Monitoring and Maintenance	(305)	(800)	(200)	(100)	(300)	(800)	0	0%	\$25/month for monitoring
32	Alarm System - Response, Inspections and Repair	(258)	(1,000)	0	(750)	(750)	(1,000)	0	0%	\$750 inspection in 2008
33	Fire Suppression - Backflow Prevention/Test/Inspection	0	(700)	0	(750)	(750)	(700)	0	0%	
34	Fire Suppression - Annual Maintenance/Glycol	(493)	(900)	0	(900)	(900)	(900)	0	0%	
35	Heat System Reconfiguration	(27,766)	0	0	0	0	0	0	0%	
36	Boiler Maintenance	(130)	(2,025)	(70)	(2,000)	(2,070)	(2,100)	75	4%	State inspection done in May 2008
37	Boiler Repair	(753)	(5,000)	(4,283)	(500)	(4,783)	(5,500)	500	10%	
38	Pest Control	(695)	(730)	(520)	(260)	(780)	(819)	89	12%	\$65/month; assumes 5% increase over 2008
39	Carpet Cleaning Basement, 1st, 3rd and 4th Floor Hallways	(1,500)	(1,600)	(150)	(1,450)	(1,600)	(1,600)	0	0%	
40	Swallow Bug Expenses	(320)	(5,300)	(75)	(5,000)	(5,075)	(3,000)	-2,300	n/a	2008 reinstall nets where soffits are repaired
41	Total	(48,967)	(30,055)	(14,350)	(14,710)	(29,060)	(28,419)	-1,636	-5%	
42	Administration									
43	Administration Management	(14,553)	(15,281)	(10,187)	(5,094)	(15,281)	(16,503)	1,222	8%	
44	Facilities Management	(22,848)	(19,845)	(13,230)	(6,615)	(19,845)	(21,433)	1,588	8%	
45	Copying/Printing/Postage/Supplies	(89)	(350)	(33)	0	(33)	(100)	-250	-71%	
46	Supplemental Services (mailing, storage, etc)	(1,291)	(350)	(700)	(250)	(950)	(500)	150	43%	In 2008 - extra board meeting, administer special assessment, letter to all owners, storage
47	Teleconference	(43)	(100)	(103)	(50)	(153)	(175)	75	75%	
48	Corporate Filing	(11)	0	0	0	0	0	0	0%	
49	Bank Charges	(18)	0	87	0	87	0	0	n/a	In 2007 these bank charges should have reduced the vestibule accrued liability. This credit in 2008 moves this expense to the correct account.
50	Total	(38,853)	(35,926)	(24,166)	(12,009)	(36,175)	(38,711)	2,785	8%	
51	Professional Fees									
52	Legal & Professional	(795)	(1,000)	(153)	(500)	(653)	(1,000)	0	0%	
53	Tax Preparation	(765)	(800)	(850)	0	(850)	(850)	50	6%	
54	Total	(1,560)	(1,800)	(1,003)	(500)	(1,503)	(1,850)	50	3%	
55	Taxes/Insurance									
56	Liability & Hazard Package	(17,234)	(18,000)	(8,655)	(5,776)	(14,431)	(14,283)	-3,717	-21%	renews 4/1/09
57	Fidelity	(405)	(450)	(405)	0	(405)	(405)	-45	-10%	renews 03/12/09
58	Directors & Officers	(882)	(900)	(882)	0	(882)	(882)	-18	-2%	renews 03/25/09
59	Umbrella	(1,278)	(1,400)	(983)	0	(983)	(961)	-439	-31%	renews 4/08/09
60	Taxes	0	0	0	0	0	0	0	n/a	
61	Total	(19,799)	(20,750)	(10,925)	(5,776)	(16,701)	(16,531)	-4,219	-20%	

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1										
62	Janitorial Expenses									
63	Commons Janitorial	(14,742)	(15,470)	(10,313)	(5,156)	(15,469)	(16,796)	1,326	9%	8.5 hrs/week on avge @ \$38/hou
64	Janitorial Supplies	(771)	(800)	(1,212)	(300)	(1,512)	(950)	150	19%	2008 includes new vacuun
65	Total	(15,513)	(16,270)	(11,525)	(5,456)	(16,981)	(17,746)	1,476	9%	
66	Elevator Expenses									
67	Prior Year Overage/Shortage	0	0	0	(1,645)	(1,645)	(930)	930	n/a	2008 = \$508.23+ \$1,137.13 balance of 2007 underbillinç
68	Elevator Maintenance	(8,452)	(9,276)	(6,442)	(3,256)	(9,698)	(9,768)	492	5%	
69	Elevator Repair	(780)	(1,500)	(253)	0	(253)	(1,500)	0	0%	
70	Elevator Telephone	(375)	(265)	(250)	(125)	(375)	(384)	119	45%	\$32/month
71	Elevator/Lobby Cleaninç	(3,276)	(2,730)	(1,820)	(910)	(2,730)	(2,964)	234	9%	1.5 hours/week on avge @ \$38/hou
72	Total	(12,883)	(13,771)	(8,765)	(5,936)	(14,701)	(15,546)	1,775	13%	
73	Utilities									
74	Alarm Telephone	(797)	(840)	(556)	(280)	(836)	(840)	0	0%	\$70/month average
75	Boiler Telephone	(619)	(624)	(341)	(492)	(833)	(492)	-132	-21%	\$41/month
76	Trash Removal	(10,080)	(10,080)	(7,336)	(3,712)	(11,048)	(11,136)	1,056	10%	\$928/month
77	Water & Sewer	(20,020)	(19,404)	(12,320)	(6,160)	(18,480)	(19,404)	0	0%	\$1,540/month +5% increase over actua
78	Electricity	(23,684)	(26,775)	(21,002)	(10,501)	(31,503)	(33,078)	6,303	24%	5% increase over 2008 actua
79	Natural Gas	(28,882)	(31,056)	(23,755)	(11,878)	(35,633)	(37,415)	6,359	20%	5% increase over 2008 actua
80	Total	(84,062)	(88,779)	(65,310)	(33,023)	(98,333)	(102,365)	13,586	15%	
81	Damage Expenses									
82	50/51 Impact	(31,460)	(10,080)	(4,560)	(2,500)	(7,060)	0	-10,080	n/a	2008 BC&E to do final review and inspector
83	Plaza/Columbia Place Connector	(7,500)	0	0	0	0	0	0	0%	
84	Total	(38,960)	(10,080)	(4,560)	(2,500)	(7,060)	0	-10,080	n/a	
85	Reimbursed Expenses	0	0	517	(517)	0	0	0	n/a	
86	Total Operating Expenses	(293,991)	(256,131)	(148,418)	(110,042)	(258,460)	(262,198)	6,067	2%	
87	Reserve Fund Expenses									
88	Capital Reserve Fundinç	(75,000)	(75,000)	(56,250)	(18,750)	(75,000)	(75,000)	0	0%	
89	Total Reserve Fund Expenses	(75,000)	(75,000)	(56,250)	(18,750)	(75,000)	(75,000)	0	0%	
90	TOTAL EXPENSES	(368,991)	(331,131)	(204,668)	(128,792)	(333,460)	(337,198)	6,067	2%	
91	OPERATING OVERAGE/SHORTFALL	(15,564)	20,738	39,265	(20,376)	18,889	10,158			
92	Ending Balance	(29,035)	0	10,218	(20,376)	(10,158)	(0)			
93										
94	STARTING RETAINED EARNINGS	(13,471)	(20,738)			(29,048)	(10,158)			
95	TOTAL OPERATING OVERAGE/SHORTFALL	(15,564)	20,738			18,889	10,158			
96	ENDING RETAINED EARNINGS	(29,035)	0			(10,158)	(0)			

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1										
97										
98	CAPITAL RESERVE FUND									
99	Beginning Balance	28,304	102,044	91,086	0	91,086	156,599			
100	DEPOSITS									
101	Reserve Assessments	75,000	75,000	50,000	25,000	75,000	75,000			
102	Interest	299	2,041	1,470	750	2,220	2,000			
103	Total Income	75,299	77,041	51,470	25,750	77,220	77,000			
104	WITHDRAWALS									
105	Roof Project	(12,603)	0	(11,707)	0	(11,707)	0			
106	Total Expenses	(12,603)	0	(11,707)	0	(11,707)	0			
107	OVERAGE/SHORTFALL	62,696	77,041	39,763	25,750	65,513	77,000			
108	Ending Balance	91,000	179,085	130,849	25,750	156,599	233,599			
109										
110	ACCRUED LIABILITIES			Balance as of 10/03/08		Balance as of 12/31/08	Balance as of 1/1/08			
111	2007 Vestibule Special Assessmen			6,332		6,332	6,332			
112	Elevator Assessment Overbill Refunc			2,251		507	0			Apply to reduce 2009 assessment:
113	Install Deck Heat Controls			4,025		0	0			
114	FM Fee - Install Deck Heat Controls			872		0	0			
115	Plaza/Columbia Plaza Connector			3,548		3,548	3,548			Complete in 2009
116	Roof & Soffit Repair			12,675		0	0			
117										