

Village: Harper's Choice
 Fiscal Year: FY18

BOARD APPROVED OPERATING BUDGET

	Budget FY18	Budget FY17	Estimate FY17
<u>EXPENSES</u>			
9 Staff Salaries	388,104	373,928	329,400
10 Janitorial Wages	7,920	7,691	14,200
11 Contract Labor	1,500	26,500	31,000
12 Payroll Benefits	51,620	54,674	55,000
13 Payroll Taxes	33,850	33,884	30,000
14 Janitorial Expense	68,000	57,374	68,775
A. Cleaning Service	13,000	16,500	13,000
B. Setup & Breakdown	40,000	22,774	41,075
C. Floors, Carpets and Windows	5,000	0	4,700
D. Supplies	10,000	18,100	10,000
15 Fees	16,400	27,150	41,925
A. Accounting	3,700	3,500	3,725
B. Legal	500	4,500	26,000
C. Performance	0	0	0
D. Audit	0	7,450	0
E. Web	2,400	2,200	2,400
F. Other	9,800	9,500	9,800
16 Operating Expenses	26,800	27,020	21,400
A. Office Supplies	11,000	9,700	11,000
B. Program Supplies	0	0	0
C. Cost of Goods Sold	200	220	200
D. Postage	10,000	10,000	3,300
E. Staff Development	4,000	6,200	6,200
F. Catering/Food Service	600	600	0
G. Other	1,000	300	700
17 Business Expenses	1,000	1,000	800
A. Mileage	400	400	350
B. Food (Business Meals)	600	600	150
C. Other	0	0	300
18 Insurance	8,000	7,800	8,000
19 Advertising	11,500	13,000	10,500
20 Newsletter	11,500	11,000	9,000
21 Other Printing	300	300	0
22 Donations/Contributions	3,750	3,750	1,450
23 Special Events	13,000	10,500	7,000
24 Taxes	350	350	1,000
25 Utilities	39,500	41,000	37,100
A. Gas & Electric	34,000	34,000	33,000
B. Water & Sewer	3,000	4,000	2,100
C. Telephone	2,500	3,000	2,000
26 Repairs & Maintenance	20,600	18,400	17,300
A. Building	14,800	13,100	14,200
B. Equipment	5,500	5,000	3,100
C. Rental	0	0	0
D. Vandalism	100	100	0
E. Other	200	200	0
27 Furniture & Fixtures	1,156	2,500	108
28 Total Expenses Before Depreciation	704,850	717,821	683,958
29 Depreciation	11,500	12,156	11,645
30 Total Expenses	716,350	729,977	695,603
Increase/(Decrease) in Unrestricted Net Assets	0	11	38,944

BPG x 3; CI

\$2250 Hooc

Village: 0
 Fiscal Year: 0
 Date Prepared: 00.Jän.00

BUDGET SPREADSHEET BY QUARTER

	1st Quarter FY18	2nd Quarter FY18	3rd Quarter FY18	4th Quarter FY18	Annual Budget FY18
<u>EXPENSES</u>					
9 Staff Salaries					0
10 Janitorial Wages					0
11 Contract Labor					0
12 Payroll Benefits					0
13 Payroll Taxes					0
14 Janitorial Expense	0	0	0	0	0
A. Cleaning Service					0
B. Setup & Breakdown					0
C. Floors, Carpets and Windows					0
D. Supplies					0
15 Fees	0	0	0	0	0
A. Accounting					0
B. Legal					0
C. Performance					0
D. Audit					0
E. Web					0
F. Other					0
16 Operating Expenses	0	0	0	0	0
A. Office Supplies					0
B. Program Supplies					0
C. Cost of Goods Sold					0
D. Postage					0
E. Staff Development					0
F. Catering/Food Service					0
G. Other					0
17 Business Expenses	0	0	0	0	0
A. Mileage					0
B. Food (Business Meals)					0
C. Other					0
18 Insurance					0
19 Advertising					0
20 Newsletter					0
21 Other Printing					0
22 Donations/Contributions					0
23 Special Events					0
24 Taxes					0
25 Utilities	0	0	0	0	0
A. Gas & Electric					0
B. Water & Sewer					0
C. Telephone					0
26 Repairs & Maintenance	0	0	0	0	0
A. Building					0
B. Equipment					0
C. Rental					0
D. Vandalism					0
E. Other					0
27 Furniture & Fixtures					0
28 Total Expenses Before Depreciation	0	0	0	0	0
29 Depreciation					0
30 Total Expenses	0	0	0	0	0
Increase/(Decrease) in Unrestricted Net Assets	0	0	0	0	0

Village: 0
 Fiscal Year: 0
 Quarter: 0

DETAILED STATEMENTS OF ACTIVITIES

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<u>EXPENSES</u>					
9 Staff Salaries		0	0	0	
10 Janitorial Wages		0	0	0	
11 Contract Labor		0	0	0	
12 Payroll Benefits		0	0	0	
13 Payroll Taxes		0	0	0	
14 Janitorial Expense	0	0	0	0	0
A. Cleaning Service		0	0	0	
B. Setup & Breakdown		0	0	0	
C. Floors, Carpets and Windows		0	0	0	
D. Supplies		0	0	0	
15 Fees	0	0	0	0	0
A. Accounting		0	0	0	
B. Legal		0	0	0	
C. Performance		0	0	0	
D. Audit		0	0	0	
E. Web		0	0	0	
F. Other		0	0	0	
16 Operating Expenses	0	0	0	0	0
A. Office Supplies		0	0	0	
B. Program Supplies		0	0	0	
C. Cost of Goods Sold		0	0	0	
D. Postage		0	0	0	
E. Staff Development		0	0	0	
F. Catering/Food Service		0	0	0	
G. Other		0	0	0	
17 Business Expenses	0	0	0	0	0
A. Mileage		0	0	0	
B. Food (Business Meals)		0	0	0	
C. Other		0	0	0	
18 Insurance		0	0	0	
19 Advertising		0	0	0	
20 Newsletter		0	0	0	
21 Other Printing		0	0	0	
22 Donations/Contributions		0	0	0	
23 Special Events		0	0	0	
24 Taxes		0	0	0	
25 Utilities	0	0	0	0	0
A. Gas & Electric		0	0	0	
B. Water & Sewer		0	0	0	
C. Telephone		0	0	0	
26 Repairs & Maintenance	0	0	0	0	0
A. Building		0	0	0	
B. Equipment		0	0	0	
C. Rental		0	0	0	
D. Vandalism		0	0	0	
E. Other		0	0	0	
27 Furniture, Fixtures and Equipment		0	0	0	
28 Total Expenses Before Depreciation	0	0	0	0	0
29 Depreciation		0	0	0	
30 Total Expenses	0	0	0	0	0
Increase/(Decrease) in Unrestricted Net Assets	0	0	0	0	0

Village: 0
 Fiscal Year: 0
 Quarter: 0
 Date Prepared: 00.Jän.00

SUMMARY STATEMENTS OF ACTIVITIES

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>YTD Prior Year</u>
REVENUES					
1 CA Assessment Share	0	0	0	0	0
2 Lease & Rental	0	0	0	0	0
3 Tuition & Enrollment	0	0	0	0	0
4 Interest	0	0	0	0	0
5 Special Events	0	0	0	0	0
6 Fees	0	0	0	0	0
7 Miscellaneous	0	0	0	0	0
8 Gain/loss on Disposal of Asset	0	0	0	0	0
Total Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENSES					
9 Staff Salaries	0	0	0	0	0
10 Janitorial Wages	0	0	0	0	0
11 Contract Labor	0	0	0	0	0
12 Payroll Benefits	0	0	0	0	0
13 Payroll Taxes	0	0	0	0	0
14 Janitorial Expense	0	0	0	0	0
15 Fees	0	0	0	0	0
16 Operating Expenses	0	0	0	0	0
17 Business Expenses	0	0	0	0	0
18 Insurance	0	0	0	0	0
19 Advertising	0	0	0	0	0
20 Newsletter	0	0	0	0	0
21 Other Printing	0	0	0	0	0
22 Donations/Contributions	0	0	0	0	0
23 Special Events	0	0	0	0	0
24 Taxes	0	0	0	0	0
25 Utilities	0	0	0	0	0
26 Repairs & Maintenance	0	0	0	0	0
27 Furniture & Fixtures	0	0	0	0	0
28 Total Expenses Before Depreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
29 Depreciation	0	0	0	0	0
30 Total Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Input cells

Village: 0
 Fiscal Year: 0
 Quarter: 0
 Date Prepared: 00.Jän.00

STATEMENTS OF FINANCIAL POSITION

	0		Variance
ASSETS			
CASH AT END OF PERIOD:			
Cash (Petty Cash)			0
Cash (Checking Accounts)			0
Cash (Savings Accounts)			0
Short term investments			0
Total Cash and Investments	0	0	0
Accounts Receivable			0
Loan Receivable			0
Prepaid Expenses			0
Inventory			0
Other Current Assets	0	0	0
Furniture, Fixtures and Leasehold Improvements			0
Accumulated Depreciation			0
Net Furniture and Fixtures	0	0	0
TOTAL ASSETS	0	0	0
LIABILITIES AND NET ASSETS			
Accounts Payable			0
Amount Payable to Contingency Fund			0
Security Deposits			0
Sales Tax			0
Deferred Revenue - CA			0
Deferred Revenue - Other			0
Accrued Liabilities - Payroll			0
Accrued Liabilities - Other			0
Long Term Debt Due Within 1 Year			0
Subtotal - Short Term Liabilities	0	0	0
Long Term Debt Due After 1 Year			0
Unrestricted Net Assets:			
Beginning of year			0
Increase/(Decrease) in Unrestricted Net Assets for Year	0	0	0
Net Assets - Year-to-Date	0	0	0
TOTAL LIABILITIES & NET ASSETS	0	0	0

Village: 0
 Fiscal Year: 0
 Quarter: 0
 Date Prepared: 00.Jän.00

SCHEDULE TO COMPUTE CASH RESERVES LIMITATION

1)	Fiscal Year Expenses (exclusive of Depreciation)		<u>0</u>
2)	Percentage Calculation *	x	<u>0.25</u>
3)	Operating Reserve		<u><u>0</u></u>
4)	Village Association Cash and Investment Accounts:		<u>0</u>
5)	Adjustments **		
	Accounts Payable	(+)	<u>0</u>
	Security Deposits	(+)	<u>0</u>
	Sales Tax	(+)	<u>0</u>
	Deferred Revenue - CA	(+)	<u>0</u>
	Deferred Revenue - Other	(+)	<u>0</u>
	Accrued Liabilites - Payroll	(+)	<u>0</u>
	Accrued Liabilites - Other	(+)	<u>0</u>
	Accounts Receivable	(--)	<u>0</u>
	Prepaid Expenses	(--)	<u>0</u>
	Total Adjustments		<u>0</u>
6)	Reserve Account (line 4 minus line 5)		<u><u>0</u></u>
7)	Excess Cash Reserves (line 6 minus line 3)		0
8)	Audit fee allowance ***		<u>0</u>
9)	Remittance amounts (Line 7 minus line 8)		<u><u>0</u></u>

* Cash reserves held by each Community Association at the end of the fiscal year should be no more than 15% of the total expenses of the village for that year exclusive of depreciation and capital expenditures **except that it should be no more than 20% in the year prior to a planned capital expenditure greater than \$10,000 and it should be no more than 25% in the year prior to a planned major CA-funded renovation to a Community Center.** The Contingency Fund will be capped at 20% of CA's total village allocation for a given year. Any excess will be returned to Columbia Association.

** Adjustments do not include accounts payable to the Contingency Fund for excess cash reserves.

*** Enter 1/3 of anticipated audit fee in Year 1; 2/3 of anticipated audit fee in Year 2; and \$0 in Year 3

Village: 0
 Fiscal Year: 0
 Quarter: 0
 Date Prepared: 00.Jän.00

Input Cell

SCHEDULE A

BEGINNING CASH

1 Cash and Investments 0

SOURCES OF FUNDS

2 Bank Loans & Other Loans
 during period (Increases Only)
 a) Loan #1
 b) Loan #2
 c) Subtotal - Bank Loans & Other Income 0

3 Total Revenue - Year-to-Date 0

4 Proceeds from Sale of Capital

5 Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) 0

USES OF FUNDS

6 Total Expenses - Year-to-Date 0

7 Capital Expenditures Made During Period not
 Included in Line 6 above

8 Subtotal - all disbursements
 (Lines 6 + 7) 0

9 Less Depreciation & Other Non-cash
 Charges Recorded in Line 6 Above 0

10 Disbursements Less Depreciation
 (Line 8 less Line 9) 0

11 Subtotal - (Line 5 minus Line 10) 0

OTHER CHANGES

12 Other Current Assets - (Increases)/Decreases between
 4/30 of current year and 4/30 of prior year 0

13 Short-term Liabilities - Increases/(Decreases) between
 4/30 of current year and 4/30 of prior year 0

14 Subtotal of changes in current assets and liabilities (Lines 12 + 13) 0

ENDING CASH

15 Cash and Investments 0

