

Community Type:
 Number of Units: (Beg) 591 (End) 591
 Version No. : 1
 Version Date: 09/03/09

For: QUINCY PARK
 Property No.: 98
 City, State: PROSPECT HEIGHTS, IL
 Annual Budget for Year Ending: 12/31/10

Property Manager: D AHLSTEDT/B HIG
 Treasurer: V MLEJNEK

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL	UNIT
OPERATING REVENUE														
4010-0000 Regular Assessments	111402	111402	111402	111402	111402	111402	111402	111402	111402	111402	111402	111402	1336824	2262
4020-0000 Late Charges	750	750	750	750	750	750	750	750	750	750	750	750	9000	15
4050-0000 Violation Income	500	500	500	500	500	500	500	500	500	500	500	500	6000	10
4605-0000 All Interest Income	75	75	75	75	75	75	75	75	75	75	75	75	900	2
4995-0000 Miscellaneous Income	150	150	150	150	150	150	150	150	150	150	150	150	1800	3
Total Operating Revenue	112877	112877	112877	112877	112877	112877	112877	112877	112877	112877	112877	112877	1354524	2292
PAYROLL														
Direct Payroll														
7011-0000 On-Site Manager	3426	3426	3426	3426	3426	3426	3426	3426	3426	3426	3426	3428	41114	70
7012-0000 Assistant Manager	3313	3313	3313	3313	3313	3313	3313	3313	3313	3313	3313	3323	39766	67
7013-0000 Secretarial Staff	1992	1992	1992	1992	1992	1992	1992	1992	1992	1992	1992	1997	23909	40
7023-0001 Maintenance Man 1	4413	4413	4413	4413	4413	4413	4413	4413	4413	4413	4413	4417	52960	90
7023-0002 Maintenance Man 2	3617	3617	3617	3617	3617	3617	3617	3617	3617	3617	3618	3618	43406	73
7023-0005 Maintenance Man Reimbursement	-150	-150	-150	-150	-150	-150	-150	-150	-150	-150	-150	-150	-1800	-3
ST Direct Payroll	16611	16611	16611	16611	16611	16611	16611	16611	16611	16611	16612	16633	199355	337
Indirect Payroll														
7065-0000 Payroll Process Fee	160	160	160	160	160	160	160	160	160	160	160	160	1920	3
7082-0000 FICA Expense	1282	1282	1282	1282	1282	1282	1282	1282	1282	1282	1283	1635	15738	27
7083-0000 Federal U/C Taxes	115	75	45	35	5	5	0	0	0	0	0	0	280	0
7084-0000 State U/C Taxes	110	90	70	50	30	20	0	0	0	0	0	0	370	1
7085-0000 Workmans Compensation	400	400	400	400	400	400	660	400	400	400	400	550	5210	9
7086-0000 Medical Insurance	2933	2932	2932	2932	2933	2932	2932	2932	2933	2932	2932	2932	35187	60
7086-0001 Dental Insurance	327	327	327	327	326	327	326	327	326	327	326	327	3920	7
7086-0005 Med/Dental Ins Reimbursement	-652	-652	-652	-652	-652	-652	-652	-652	-652	-652	-651	-651	-7822	-13
7087-0000 Life Insurance	84	83	83	83	84	83	83	83	84	83	83	83	999	2
7088-0000 Long Term Disability	53	52	52	53	52	52	53	52	52	53	52	52	628	1
7089-0000 Annual Bonus	0	0	0	0	0	0	0	0	0	0	0	4600	4600	8
7090-0000 125 Flex Plan	8000	0	0	0	0	0	0	0	0	0	0	0	8000	14
7090-0005 125 Flex Plan Reimbursement	-667	-667	-666	-667	-667	-666	-667	-667	-666	-667	-667	-666	-8000	-14
7091-0000 Simple IRA Contribution	395	394	394	395	394	394	395	394	394	395	394	532	4870	8
ST Indirect Payroll	12540	4476	4427	4398	4347	4337	4572	4311	4313	4313	4312	9554	65900	112
Total Payroll	29151	21087	21038	21009	20958	20948	21183	20922	20924	20924	20924	26187	265255	449

PUBLIC AREA UTILITIES															
7210-0000	Electricity	192	260	267	290	222	195	263	138	142	142	192	192	2495	4
7211-0000	Electric Lights	880	830	700	550	575	560	420	350	215	400	445	880	6805	12
7220-0000	Water & Sewer	42	48	42	48	42	48	42	48	42	48	42	48	540	1
7230-0000	Gas	150	150	150	150	30	30	30	30	30	150	150	150	1200	2
Total Utilities		1264	1288	1159	1038	869	833	755	566	429	740	829	1270	11040	19
BUILDING SERVICES															
7410-0000	Scavenger Services	7941	7941	7941	7941	7941	7941	9000	9000	9000	9000	9000	9000	101646	172
7420-0000	Exterminating	0	0	0	250	250	250	500	500	250	0	0	0	2000	3
7431-0000	Cleaning Contract (Office)	200	200	200	200	200	200	200	200	200	200	200	200	2400	4
7475-0000	All Uniform Expense	0	0	300	0	0	300	0	0	0	300	0	0	900	2
Total Building Services		8141	8141	8441	8391	8391	8691	9700	9700	9450	9500	9200	9200	106946	181
BLDG MAINTENANCE															
7610-0000	Plumbing Repairs/Supplies	0	0	0	0	150	0	0	0	0	150	0	0	300	1
7615-0000	Major Plumbing Repairs	1000	1000	1000	1000	1000	1500	1500	1500	1000	1000	400	400	12300	21
7620-0000	Electrical Repairs/Supplies	0	0	100	0	0	0	100	0	0	0	0	100	300	1
7625-0000	Lights, Bulbs & Tubes	0	0	600	0	0	0	0	600	0	0	0	0	1200	2
7630-0000	HVAC Repair/Supplies	0	0	0	0	500	0	0	0	500	0	0	0	1000	2
7635-0000	Dryer Vent Cleaning	0	0	0	100	0	0	0	100	0	0	0	100	300	1
7640-0000	Carpentry Repairs/Supplies	0	0	0	0	0	0	0	0	0	200	0	0	200	0
7641-0000	Drywall Repairs/Supplies	0	0	0	0	0	0	0	0	0	200	0	0	200	0
7642-0000	Doors/Locks/Keys	0	0	750	200	750	200	750	200	750	0	0	0	3600	6
7642-0005	Lock/Key Reimbursement	-35	-35	-35	-35	-35	-35	-35	-35	-35	-35	-35	-35	-420	-1
7643-0000	Caulking Repairs/Supplies	0	0	0	0	100	0	0	0	0	0	0	0	100	0
7645-0000	Garage Door Panels	0	0	0	150	150	150	300	300	300	150	150	150	1800	3
7645-0005	Garage Door Panels Reimbursement	0	0	0	-150	-150	-150	-300	-300	-300	-150	-150	-150	-1800	-3
7646-0000	Garage Door Spring Replacement	167	167	167	167	167	167	167	167	167	167	167	163	2000	3
7650-0000	Exterior Painting & Decorating	0	0	0	0	0	150	0	0	150	0	0	0	300	1
7655-0000	Tools and Equipment	0	0	0	0	480	0	0	0	250	0	0	0	730	1
7660-0000	Masonry/Tuckpointing	0	0	0	0	8650	0	0	0	0	0	0	0	8650	15
7665-0000	Metal Exterior Mailboxes/Numerals	0	0	300	0	0	0	0	0	0	0	0	0	300	1
7670-0000	Roof Repairs/Supplies	0	0	0	0	0	500	0	0	0	0	0	0	500	1
7680-0000	Gutter/Downspout Cleaning	0	0	0	5250	0	0	0	0	0	5250	0	0	10500	18
7690-0000	Structural Repairs	0	0	1500	0	0	0	0	0	0	0	0	0	1500	3
7692-0000	Hardware Supplies	0	0	100	100	100	100	100	100	100	100	100	100	1000	2
7693-0000	Cleaning Supplies	50	0	0	0	50	0	0	0	50	0	0	0	150	0
7694-0000	Provision for Contingency	500	500	500	500	500	500	500	500	500	500	0	0	5000	8
7695-0000	Contractor Building Repairs	0	0	0	2500	0	0	2500	0	0	0	0	0	5000	8
7695-0005	Contractor Repairs Reimbursement	0	0	0	0	-250	0	0	-250	0	0	0	0	-500	-1
Total Building Maintenance		1682	1632	4982	9782	12162	3082	5582	2882	3432	7532	632	828	54210	92

GROUNDS MAINTENANCE

7805-0000	Landscape Services	0	0	0	8471	16942	16942	16942	16942	16942	16942	8471	0	118594	201
7810-0000	Landscape/Snow Removal Surcharge	0	0	0	0	0	847	847	847	0	0	0	0	2541	4
7811-0000	Tree Care	0	1787	5500	1940	3625	1787	1787	1787	1787	1940	0	0	21940	37
7812-0000	Flowers	0	0	0	0	150	0	0	0	0	0	0	0	150	0
7814-0000	Core Aeration	0	0	0	0	0	0	0	0	0	6000	0	0	6000	10
7815-0000	Sodding & Seeding	0	0	0	0	0	0	0	0	0	6000	0	0	6000	10
7830-0000	Lakes/Ponds/Fountains	0	0	0	750	0	0	0	0	0	750	0	0	1500	3
7840-0000	Snow and Ice Removal	16942	16942	16942	8471	0	0	0	0	0	0	8471	16942	84710	143
7843-0000	Ice Control Chemicals	5000	5000	5000	0	0	0	0	0	0	0	5000	5000	25000	42
7844-0000	Extra Snow Removal	7000	7000	7000	7000	7000	0	0	0	0	0	0	0	35000	59
7850-0000	Fence Repair/Replacement	0	0	0	500	0	0	0	500	0	0	0	0	1000	2
7860-0000	General Signage	0	0	100	0	0	0	100	0	0	0	0	0	200	0
7865-0000	Exterior Security Lighting	0	0	0	1500	0	0	0	0	0	0	0	0	1500	3
7870-0000	Sidewalk/Concrete Repairs	38	38	38	38	38	38	38	38	38	38	38	32	450	1
7875-0000	Street/Asphalt Repairs	0	0	2500	0	0	0	0	0	0	0	2500	0	5000	8
7880-0000	Vehicle Repairs/Maintenance	0	0	50	0	0	50	0	0	50	0	0	50	200	0
7881-0000	Vehicle Fuel/Fluids	500	500	500	500	500	500	500	500	500	500	500	500	6000	10
7882-0000	Vehicle Insurance	0	0	0	0	0	0	0	1900	0	0	0	0	1900	3
Total Grounds Maintenance		29480	31267	37630	29170	28255	20164	20214	22514	19317	32170	24980	22524	317685	538

PROPERTY AMENITIES

POOL

8010-0000	Pool Contract	0	0	3000	3920	3920	3920	3920	3920	950	0	0	0	23550	40
8020-0000	Pool Electricity	105	105	105	150	175	430	380	225	100	100	100	105	2080	4
8030-0000	Pool Water & Sewer	65	65	65	65	75	1000	750	750	750	65	60	65	3775	6
8040-0000	Pool Gas	100	100	100	100	500	500	500	500	100	100	100	100	2800	5
8050-0000	Pool Repair/Supplies	0	0	0	1000	0	0	1000	0	0	0	0	0	2000	3
8060-0000	Pool House Cleaning	0	0	0	0	50	50	50	50	50	0	0	0	250	0
8070-0000	Pool Decorating & Furniture	0	0	0	0	1000	0	0	0	0	0	0	0	1000	2
Total Pool Expenses		270	270	3270	5235	5720	5900	6600	5445	1950	265	260	270	35455	60

COMMUNITY FACILITIES

8150-0000	Barbecue/Picnic Area	0	0	0	50	0	0	0	0	0	0	0	0	50	0
8160-0000	Playground Equipment	0	0	0	700	0	0	0	0	0	0	0	0	700	1
Total Community Facility		0	0	0	750	0	0	0	0	0	0	0	0	750	1

GENERAL & ADMINISTRATIVE															
8505-0000	Accounting Contract	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000	41
8520-0000	Legal Services (Homeowners)	2083	2083	2083	2083	2083	2083	2083	2083	2083	2083	2083	2087	25000	42
8520-0005	Legal Services Reimbursement	-1250	-1250	-1250	-1250	-1250	-1250	-1250	-1250	-1250	-1250	-1250	-1250	-15000	-25
8521-0000	Legal Services (Association)	167	167	167	167	167	167	167	167	167	167	167	163	2000	3
8530-0000	Audit/Financial Services	0	0	0	0	0	800	3700	0	0	0	0	0	4500	8
8540-0000	Professional Services	0	0	0	1250	0	0	0	1175	0	0	0	0	2425	4
8545-0000	Secretary/Minutes	110	110	110	110	110	110	110	110	110	110	110	185	1395	2
8550-0000	General Office Expense	250	250	250	250	250	250	250	250	250	250	250	250	3000	5
8551-0000	Photocopy/Reproduction	160	160	160	160	160	160	160	1240	160	160	160	160	3000	5
8552-0000	Postage Expenses	458	458	458	458	458	458	458	458	458	458	458	462	5500	9
8553-0000	Coupon Books/Lockbox	50	50	50	50	50	50	50	50	50	50	1850	50	2400	4
8554-0000	Bank Charges	25	25	25	25	25	25	25	25	25	25	25	25	300	1
8555-0000	Stationery/Site Office	500	0	500	0	500	0	500	0	0	500	0	0	2500	4
8556-0000	Dues/Fees/Licenses	480	0	50	210	200	0	0	75	200	0	0	285	1500	3
8560-0000	Office Phone Expense	260	260	260	260	260	260	260	260	260	260	260	260	3120	5
8561-0000	Mobile Phone Expense	175	175	175	175	175	175	175	175	175	175	175	175	2100	4
8562-0000	Answering Service Expense	100	100	100	100	100	100	100	100	100	100	100	100	1200	2
8565-0000	Internet/Web Expense	170	50	50	50	50	50	75	50	50	50	50	50	745	1
8570-0000	Community Newsletter	900	0	0	900	0	0	900	0	0	900	0	0	3600	6
8570-0005	Newsletter/Ad Inc	-150	0	0	-150	0	0	-150	0	0	-150	0	0	-600	-1
8575-0000	Social Events	0	0	0	900	0	0	2250	0	0	1150	0	270	4570	8
8576-0000	Meeting Expenses	30	30	30	30	30	30	30	30	30	30	30	1200	1530	3
8592-0000	Bad Debt Write-Offs	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	18000	30
Total General & Administrative		8018	6168	6718	9278	6868	6968	13393	8498	6368	8568	7968	7972	96785	164
INSURANCE EXPENSES															
8710-0000	Property/Liability Insurance	0	0	16600	6640	6640	6640	6640	6640	6640	6640	3318	0	66398	112
8740-0000	Insurance Claim Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Insurance Expense		0	0	16600	6640	6640	6640	6640	6640	6640	6640	3318	0	66398	112
TRANSFERS TO RESERVE															
8805-0000	Budgeted Transfer > Reserve	0	0	0	0	0	30000	65000	65000	65000	65000	65000	45000	400000	677
Total Transfer to Reserves		0	0	0	0	0	30000	65000	65000	65000	65000	65000	45000	400000	677
TOTAL OPERATING EXPENSES		78006	69853	99838	91293	89863	103226	149067	142167	133510	151339	133111	113251	1354524	2292
NET OPERATING INCOME		34871	43024	13039	21584	23014	9651	-36190	-29290	-20633	-38462	-20234	-374	0	
MONTHLY OPER CASH FLOW		34871	43024	13039	21584	23014	9651	-36190	-29290	-20633	-38462	-20234	-374	0	
CUMULATIVE CASH FLOW		34871	77895	90934	112518	135532	145183	108993	79703	59070	20608	374	0		

RESERVE INCOME/EXPENSE

RESERVE INCOME

9040-0000 Reserve Beginning Balance & Additions	800000	0	0	0	0	30000	65000	65000	65000	65000	65000	45000	1200000	N/A
Total Reserve Income	800000	0	0	0	0	30000	65000	65000	65000	65000	65000	45000	1200000	N/A

RESERVE EXPENSES

9110-0000 General Capital Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
9115-0000 Recreation Capital Expense	0	0	0	0	8000	0	0	0	0	0	0	0	8000	N/A	
9120-0000 Building/Structural Capital Expense	0	0	0	0	0	0	60000	0	0	0	0	0	60000	N/A	
9121-0000 Roof Capital Expense	0	0	0	0	0	0	0	55000	55000	0	0	0	110000	N/A	
9122-0000 Masonry Capital Expense	0	0	0	0	0	0	25000	0	0	0	0	0	25000	N/A	
9123-0000 Garage Door Capital Expense	0	0	0	0	17000	0	0	0	0	0	0	0	17000	N/A	
9130-0000 Sidewalk Capital Expense	0	0	0	0	0	0	0	0	20000	20000	0	0	40000	N/A	
9131-0000 Road/Curb/Driveway Capital Expense	0	0	0	0	0	110000	0	0	0	0	0	0	110000	N/A	
9132-0000 Fence Capital Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
9134-0000 Lakes/Ponds Capital Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Total Reserve Expenses	0	0	0	0	25000	110000	85000	55000	75000	20000	0	0	370000	N/A	
Net Reserve Projected to FYE	800000	800000	800000	800000	775000	695000	675000	685000	675000	720000	785000	830000	830000	N/A	