

1	Clubhouse
2	Indirect
3	Pool/Spa
4	Beach
5	Other

## Operating Annual Income

This worksheet presents the operating income for this budget and the previous 2 years. There are no values to be entered on this sheet.

Income	Cat	2022 Budget	2021 Budget	2021 Est. Act.*	2020 Actuals	2019 Actuals	
<b>4010 · Assessments</b>							
4010.1 · LHC		554,498	578,416	578,409	606,583	523,974	
4010.2 · TS		100,685	106,066	105,832	116,382	104,789	
4010.3 · New Sales		0	0	0	0	0	
4010.4 · Reserves		(175,998)	(171,000)	(171,000)	(168,000)	(168,000)	
<b>Total 4010 · Assessments</b>		<b>479,185</b>	<b>513,482</b>	<b>513,241</b>	<b>554,966</b>	<b>460,763</b>	
Assessment Credit/Debit		<b>68,214</b>				0	<b>2020 Carryover</b>
<b>4020 · Late Fees, Interest &amp; Lien Fees</b>	<b>5</b>	0	650	45	319	634	
4030 · Assessments - Special (Fines)	5	0	0	0	0	42,192	
4040 · Lease Income	5	61,688	46,340	<b>46,469</b>	46,955	0	<b>33%</b> Verizon - (Jan-Aug 31, \$2,680) (5% - Sept-Dec 31, \$2,814) T-Mobile (2% - Feb-Dec 31, \$880), American Tower (5% - Feb-Dec, \$428) <b>Landis + GYR - \$6,667 (Payment every 5-Yrs per Contract)</b>
<b>4050 · Interest Income</b>							
4050.1 · Interest Income	5	0	0	145	609	726	
4050.2 · Dock Lease	4	0	0	0	0	727	
<b>Total 4050 · Interest Income</b>		<b>0</b>	<b>0</b>	<b>145</b>	<b>609</b>	<b>0</b>	
<b>4060 · Rentals &amp; Contracts</b>							
4060.1 · Storage Space Rentals	5	17,512	17,512	17,376	16,413	16,266	<b>0%</b> Rental per Space @ 0.34 per Foot
4060.2 · Clubhouse Rentals	1	0	0	0	0	0	Fees will be removed from future rentals
4060.3 · Work For Owners	5	300	300	796	624	348	Chipper/labor services, truck/labor, tractor/labor, deer removal
4060.4 · Small Boat Storage	4	6,696	6,333	6,768	6,502	5,678	<b>6%</b> Current rentals
<b>Total 4060 · Rentals &amp; Contracts</b>		<b>24,508</b>	<b>24,145</b>	<b>24,940</b>	<b>23,538</b>	<b>22,292</b>	
<b>4070 · Other Income</b>							
4070.1 · New Residence Equipment	5	372	372	186	465	407	Mailbox (\$93.00)fees
4070.2 · Facility Access	5	2,000	2,000	3,110	2,320	4,890	Transmitters, gate cards
4070.3 · Admin Products	5	2,000	2,300	1,860	1,541	2,612	Phone directory ads, fax, copies, keys...
4070.4 · Architectural Fees	5	0	0	0	0	0	
4070.5 · Miscellaneous	5	0	0	0	0	0	
<b>Total 4070 · Other Income</b>		<b>4,372</b>	<b>4,672</b>	<b>5,156</b>	<b>4,326</b>	<b>7,909</b>	
<b>Total Income</b>		<b>637,967</b>	<b>589,289</b>	<b>589,996</b>	<b>630,714</b>	<b>533,790</b>	<b>8%</b>

Cat	Description
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Operating Expenses

Percentages are Budget Vs. Budget

This worksheet presents the operating expenses for this budget and the previous two years. There are no values to be entered on this sheet.

Chart of Accounts	Cat	2022	2021	Actual Year		2019	
				Budget	Budget		
5010 · Payroll Wages							
5010.1 · Admin							
5010.11 · Office	2	51,755	55,592	55,688	56,894	46,925	
5010.12 · Management	2	90,194	90,330	98,705	94,705	80,636	Salary Position
Total 5010.1 · Admin	-	141,949	145,922	154,393	151,599	127,561	
5010.2 · Maintenance	2	95,823	91,366	88,897	86,258	78,649	
5010.3 · Clubhouse	1	63,231	61,438	49,078	32,736	55,528	
Total 5010 · Payroll Wages	-	301,003	298,726	292,368	270,593	261,737	0.76%
5015 · Payroll Contingency	2	3,824	2,580	0	0	0	Overtime
5020 · Payroll Taxes							
5020.9 · Payroll Taxes							
5020.91 · Admin	2	12,261	12,567	12,564	12,462	11,337	
5020.92 · Maintenance	2	9,044	8,700	8,414	7,952	7,963	
5020.93 · Clubhouse	1	6,493	6,375	5,079	3,341	6,134	
Total 5020.9 · Payroll Taxes	-	27,798	27,642	26,057	23,755	25,434	0.56%
Total 5020 · Payroll Taxes	-	27,798	27,642	26,057	23,755	25,434	
5030 · Payroll Other Costs							
5030.1 · IRA							
5030.11 · Admin	2	2,733	2,908	2,354	2,505	2,235	2% Contribution
5030.12 · Maintenance	2	1,908	1,822	1,371	1,363	1,026	2% Contribution
5030.13 · Clubhouse	1	1,029	0	0	0	0	2% Contribution
Total 5030.1 · IRA	-	5,670	4,730	3,725	3,868	3,261	
5030.2 · Medical Insurance							
5030.21 · Admin	2	33,385	20,812	20,812	19,752	18,409	Admin Employee added to Medical Plan
5030.22 · Maintenance	2	33,385	31,218	27,513	25,827	26,178	
5030.23 · Clubhouse	1	0	0	0	0	0	
Total 5030.2 · Medical Insurance	-	66,770	52,030	48,325	45,580	44,587	28.33%
5030.3 · Life & Disability Insur.							
5030.31 · Admin	2	0	0	0	0	0	
5030.32 · Maintenance	2	0	0	0	0	0	
5030.33 · Clubhouse	1	0	0	0	0	0	
Total 5030.3 · Life & Disability Insur.	-	0	0	0	0	0	
Total 5030 · Payroll Other Costs	-	72,440	56,760	52,050	49,448	47,848	
Total Payroll Related	-	100,238	84,402	78,107	73,203	73,282	
Total Payroll	-	405,065	385,708	370,475	343,796	335,019	5.02%

	2022
Social Sec.	6.20%
Medicare	1.45%
Suta	0.13%
Futa	0.80%
L&I	0.35630
L&I	0.08615

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Operating Expenses

Percentages are Budget Vs. Budget

This worksheet presents the operating expenses for this budget and the previous two years. There are no values to be entered on this sheet.

Chart of Accounts	Cat	2022	2021	2021 4 months		2020	2019	
				Budget	Budget			
5040 · Admin								
5040.1 · Goods	5	11,930	12,330	11,024	13,159	10,857		Supplies \$5,500, Gate Transmitters, Postage, Parking Permit Hang-Tags \$2500
5040.2 · Services	5	4,710	7,325	7,461	10,016	9,080		Shred \$65 everyother month, Third Party Election Company \$3k, POE Service Fee \$75 per month
5040.3 · Utilities	5	7,895	9,038	7,824	9,227	9,459		Wave Internet \$110, (PUD Power \$111-\$261) Rate 0.10700, cell phones \$185, Sat Phone \$35*12, PUD Water \$48.25 - \$69.25
Total 5040 · Admin	-	24,535	28,693	26,309	32,403	29,395		<b>-14.5%</b>
5050 · Beach & Dock								
5050.1 · Goods	4	2,450	2,450	1,014	797	3,156		Float hardware, fido bags, BTI Briskets
5050.2 · Services	4	1,425	1,275	1,208	1,782	907		Sani Kans Service - Extra Service July - Sept
5050.3 · Utilities	4	520	465	342	308	308		Water usage PUD \$32.65/\$49
5050.4 · DNR Beach Lease	4	1,125	1,150	1,121	1,066	1,078		November Beach Lease Renewal
Total 5050 · Beach & Dock	-	5,520	5,340	3,685	3,953	5,448		<b>3.4%</b>
5060 · Clubhouse								
5060.1 · Goods	1	7,055	6,375	4,683	6,050	2,788		Cleaning supplies \$5325, Uniforms \$500, Misc. Expense
5060.2 · Services	1	4,540	4,495	2,350	1,001	2,489		Heating Service \$750, Propane Water Heater, Laundry, Pest Control, AED Service \$550
5060.3 · Utilities - 5202	1	14,123	13,548	9,901	9,315	12,790		Wave Internet \$81, Roku TV \$125, PUD Water \$80-\$151 , (PUD Power \$789-1,104) Rate 0.10700)
5060.4 · Insurance	1	3,813	3,608	3,402	3,402	3,099		Timeshares - 25% of the Property & Liability Insurance
Total 5060 · Clubhouse	-	29,531	28,026	20,336	19,769	21,167		<b>5.4%</b>
5070 · Pool & Spa								
5070.1 · Goods	3	14,660	10,475	9,613	4,514	10,072		Pool/Jacuzzi Supplies, New Pool Filters \$1000
5070.2 · Services	3	2,825	2,525	2,337	815	1,854		Heat pump x 2 (Spring & Fall), Boiler Service \$1575
5070.3 · Utilities - 3048	3	11,587	10,843	8,423	4,529	6,867		(PUD Power \$412-\$1,184) Rate 0.10700), Propane \$2.15*1600gal = \$3,440 (May-Oct)
Total 5070 · Pool & Spa	-	29,072	23,843	20,373	9,858	18,793		<b>21.9%</b>
5080 · Common Area								
5080.1 · Goods	5	14,975	12,075	8,960	17,349	11,294		Maint. Supplies, herbicides/pesticides, sand & crushed rock, Street Signs
5080.2 · Services	5	8,765	8,715	4,383	8,634	13,424		Common Tree removals \$2,500, 40' Lift (Trim Canopy Limbs) \$2k, gate service \$1,750, pest control \$850, extinguishers service \$350, Sani-Kan Service (TC) \$800
5080.3 · Utilities	5	4,240	3,712	4,291	3,698	4,079		Tele entry Centurylink \$100 (Monthly), gatehouse (power), Dump Runs, KH TC Water Rates \$32.65
5080.4 · Equipment and Tools	5	5,000	4,000	2,764	7,849	5,207		Repairs, Equipment
5080.5 · Fuel	5	12,735	8,809	8,545	6,719	7,778		Price per Gallon (\$4.50-Unl, \$4.25-diesel)
5080.6 · Vehicles Maint	5	6,000	5,000	2,504	12,216	9,108		Sweeper Brushes \$1125, supplies \$2,225, Repairs \$2650
Total 5080 · Common Area	-	51,715	42,311	31,447	56,465	50,890		<b>22.2%</b>
5090 · Professional Svcs								
5090.1 · Legal	5	5,000	5,000	1,975	3,782	3,829		Average expense over 3 yrs.
5090.2 · Accounting	5	9,680	9,680	9,055	13,094	9,291		Payroll Provider, Prepare Tax Return \$500, Bookkeeper Expense
5090.3 · IT Services								
5090.31 · IT Systems Support	5	13,440	27,108	21,219	46,591	29,082		IT Expense
5090.32 · IT Software Licensing	5	566	607	386	0	0		Software Licenses
5090.33 · Website Support	5	3,000	0	0	0	0		Website Support
Total 5090.3 · IT Services	-	17,006	0	0	0	0		
5090.4 · Professional Studies	5	4,000	0	0	0	0		Reserve Study
Total 5090 · Professional Svcs	-	35,686	42,395	32,635	63,467	42,202		<b>-15.8%</b>
5100 · Insurance	2	21,637	20,630	20,102	19,847	19,544		Package Policy/EQ \$15,250 (+12.6%), 10M Umbrella \$2,500 (7%), D&O \$4,250 (+7.4%), Auto \$3,450 (+4.45%)
5110 · Other Costs								
5110.1 · Fees & Licenses	5	3,795	4,898	5,621	4,365	4,011		Vehicle licensing, lien fees, pool permit, Certification Fees GM, CAI Annual Membership Fee \$375, DoorKing Tele-Entry Annual Fee \$170
5110.2 · Education & Training	5	1,500	2,000	850	958	640		Training/Education (Pool Certification, First Aid)
5110.3 · Committee	5	7,425	5,875	1,041	4,098	6,059		Social Plus \$975, First Aid/EPC \$3,185, Tree Committee \$2,500, Publications \$465, Startegic Planning \$300
5110.4 · Board Miscellaneous	5	600	600	200	0	852		
5110.5 · Miscellaneous	5	6,000	6,000	425	401	415		\$5k Contingency
Total 5110 · Other Costs	-	19,320	19,373	8,137	9,822	11,977		6335
5120 · Federal Income Tax	5	15,886	10,174	9,500	9,470	8,600		
<b>ALL EXPENSES</b>		<b>637,967</b>	<b>606,493</b>	<b>542,999</b>	<b>568,850</b>	<b>543,036</b>		<b>5.19%</b>





*Adopted by the KPOA Board on October 20, 2020*

<b>OPERATING BUDGET</b>	<b>2021 Budget</b>	<b>2021 Estimated Actual*</b>	<b>2022 Budget</b>
<b>Revenues</b>			
Assessments	\$701,683	\$701,445	\$723,397
Transfer to Reserves	-\$171,000	-\$171,000	-\$175,998
Late Fees, Interest & Lien Fees	\$650	\$45	\$0
Assessments - Special (Fines)	\$0	\$0	\$0
Lease Income	\$46,340	\$46,469	\$61,688
Interest Income	\$0	\$145	\$0
Rentals & Contracts	\$24,145	\$24,940	\$24,508
Other Income	\$4,672	\$5,156	\$4,372
<b>TOTAL OPERATING REVENUES</b>	<b>\$606,490</b>	<b>\$607,200</b>	<b>\$637,967</b>
<b>Expenses</b>			
Payroll Wages/Payroll Taxes/Benefits	\$385,708	\$370,475	\$405,065
Administration	\$28,693	\$26,309	\$24,535
Beach & Dock	\$5,340	\$3,685	\$5,520
Clubhouse	\$28,026	\$20,336	\$29,531
Pool & Spa	\$23,843	\$20,373	\$29,072
Common Area	\$42,311	\$31,447	\$51,715
Professional Services	\$42,395	\$32,635	\$35,686
Insurance	\$20,630	\$20,102	\$21,637
Other Costs	\$19,373	\$8,137	\$19,320
Federal Income Tax	\$10,174	\$9,500	\$15,886
<b>TOTAL OPERATING EXPENSES</b>	<b>\$606,493</b>	<b>\$542,999</b>	<b>\$637,967</b>
<b>Projected 2023 Assessment Credit (or debit)</b>		<b>\$64,201</b>	
* 2021 Estimated Actual is based on 8 months actual and 4 months estimated			

*Adopted by the KPOA Board on October 20, 2020*

<b>RESERVES CASH FLOW BUDGET</b>	<b>2021 Budget</b>	<b>2021 Estimated Actual*</b>	<b>2022 Budget</b>
Road Repair	29,469	(31,020)	
Baycliff Drive/ Pinecrest to No KP	106,769	(101,134)	
Admin - Carpeting	5,160	(5,034)	
Office - Copier, Cannon	19,475	(19,588)	
Mailsite - Mailbox Gangs Replacement - Kala Heights	10,250	(9,283)	
Mailsite - Mailbox Gangs Replacement - Sailview Dr.	7,794	(5,802)	
Moorings - Replacement Buoys/Chain	2,665	(2,575)	
CH - Carpeting, Game Room			\$5,381
CH - Shower Replacements			\$25,702
Equipment - Truck, Ford F-250 4x4			\$41,000
<b>Reserves Outflow</b>	<b>\$181,582</b>	<b>(\$174,436)</b>	<b>\$72,083</b>
<b>Summary - Reserve Funds</b>			
Beg. Cash Balance	\$347,580	\$347,580	\$344,268
Interest	\$5,035	\$124	\$2,241
Total Outflows	(\$181,582)	(\$174,436)	(\$72,083)
Reserve Assessments Revenue	\$171,000	\$171,000	\$176,004
<b>Ending Cash Balance</b>	<b>\$342,033</b>	<b>\$344,268</b>	<b>\$450,430</b>

\* 2021 Estimated Actual is based on 8 months actual and 4 months estimated