

**GENERAL MAINTENANCE
FY 08 APPROVED BUDGET
2/2/2008**

INCOME

| | | |
|---|---------|----------------|
| Acct 4670: Snow Removal - LOW Church | | 1,400 |
| Acct 4619: Lot Markers | | 3,050 |
| Cost Center Transfers | | 237,492 |
| Acct 4700: LOWA - Building-Maintenance | 160,114 | |
| Acct 4710: LOWA - Equipment-Maintenan | 10,960 | |
| Acct 4730: LOWA - Custodial-Maintenance | 66,418 | |
| Total Income | | 241,942 |

EXPENSES

Payroll

| | | |
|---|--------|----------------|
| Acct 5010: Salaries | | 355,238 |
| General Maintenance/Headquarters | | 3,749 |
| Overtime (202 hours) | | |
| Maintenance Superintendent | S-4 | |
| Erosion & Sediment Inspector | H-8 | |
| Purchasing/Budget Coordinator | H-5 | |
| Equipment Maintenance | | |
| Foreman | S-1 | |
| Mechanic | H-7 | |
| Building Maintenance | | |
| Foreman | S-2 | |
| Lead, Maintenance Technician | H-6 | |
| Maintenance Technician I | H-6 | |
| Maintenance Technician II | H-6 | |
| Custodian | H-5 | |
| Custodian | H-5 | |
| Total Man-hours: 22,580 | | |
| Acct 5110: FICA Taxes | | 27,463 |
| Acct: 5120 Unemployment Taxes | | 2,050 |
| Employee Benefits | | 68,818 |
| Acct 5210: Medical | 59,444 | |
| Acct 5211: Life Ins | 761 | |
| Acct 5212: Disability Ins | 1,433 | |
| Acct 5213: 401K | 7,180 | |
| Subtotal Payroll | | 457,318 |

Administration

| | | |
|---|--------|---------------|
| Acct 5310: Travel & Training | | 2,550 |
| Erosion & Sediment Inspector Certification | | |
| Pesticide Training | | |
| HVAC Re-certification | | |
| Troubleshooting Electrical | | |
| Playground Safety Inspector Re-Certification | | |
| Acct 6110: Insurance | | 44,100 |
| Acct 6210: Postage | | 50 |
| Acct 6220: Recruiting | | 750 |
| Acct 6230: Dues & Subscriptions | | 170 |
| Acct 6250: Office Supplies | | 3,000 |
| Paper and ink cartridges for printers and copier, | | |
| tablets, pens, pencils, tape, paper clips, binders, | | |
| folders, and purchase orders. | | |
| Acct 6260: Expendable Furnishings | | 11,763 |
| (See attached schedule for items) | 11,763 | |
| Subtotal Administration | | 62,383 |

Utilities

| | | |
|---------------------------|--|---------------|
| Acct 6010: Electricity | | 15,015 |
| Acct 6020: Water/Sewer | | 2,920 |
| Acct 6030: Heating Fuel | | 7,200 |
| Acct 6040: Telephone | | 7,000 |
| Subtotal Utilities | | 32,135 |

Operating Expenses

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|---|------|--------|
| Acct 7340: Safety Equipment | | 1,100 |
| Hard hats, traffic vest, chaps, gloves, first aid, safety | | |
| glasses, safety videos, etc. | | |
| Acct 7450: Uniforms | | 16,250 |
| Employee uniforms and door mats. | | |
| Acct 7480: Supplies | | 17,235 |
| Admin | 325 | |
| A & W (Community Center) | 2100 | |
| Security | 650 | |
| CCS | 1967 | |
| Equestrian Center | 400 | |
| Campgrounds | 464 | |
| Lakes | 150 | |
| Pool/Exercise Room | 2163 | |
| Tennis | 675 | |
| Woods Center | 1225 | |

| | | |
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| Fairways | 200 | |
| Golf Maintenance | 550 | |
| Maintenance | 5305 | |
| OSHA/First Aid | 1061 | |
| Acct 7490: Materials | | 25,000 |
| Lumber, cement block, plumbing, electrical, other misc. materials and supplies for stock to perform preventive/corrective maintenance. | | |
| Acct 7510: Equipment Rental | | 2,230 |
| Telescopic man lift (community center) | | |
| Acct 7810: Gas/Oil/Diesel/Lubricants | | 61,956 |
| Acct 7520: Small Tools | | 3,819 |
| Subtotal Operating Expenses | | 127,590 |

Taxes and Licenses

| | | |
|--|--|---------------|
| Acct 6410: Personal Property Tax | | 10,634 |
| Acct 7460: Licenses & Permits | | 4,774 |
| Licenses & permits for trucks, equipment & personnel | | |
| Subtotal Taxes and Licenses | | 15,408 |

Contractual Services

| | | |
|--|-------|---------------|
| Acct 7470: Contractual Services | | 10,295 |
| Arcet - equipment maint | 530 | |
| Safety Kleen Systems | 637 | |
| Chemicals | | |
| US Filter | 266 | |
| Recycle oil filters | | |
| Simplex Grinnell | 613 | |
| Annual Fire extinguisher inspection | | |
| Dillard Alarm | | |
| Rear gate monitoring system | 1200 | |
| Garnett Refrigeration | 2,339 | |
| CH - HVAC PM service | | |
| Termite Treatments (Quarterly) | 1,715 | |
| Admin, ECC, Equestrian, Marina, Sweetbriar pool, main pool, Ferris house, golf baths & green springs park. | | |
| Hello, Inc. | 849 | |
| Maintenance pagers | | |

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|--------------------------------------|---------------|
| Carpet cleaning @ Holcomb Building | 1350 |
| Diamond Springs | 796 |
| Leaf Removal Contract | TBD |
| (See Attached Note) | |
| Subtotal Contractual Services | 10,295 |

Other Expenses

| | |
|--|---------------|
| Acct 7310: Repair/Maintenance Vehicles & Equipment | 12,254 |
| Miscellaneous parts for repair/maintenance of vehicles, equipment and attachments. | |
| Acct 7320: Repair/Maintenance Furniture & Equipment | 206 |
| Maintain and repair office furniture & equipment. | |
| Acct 7330: Repair/Maintenance Building & Grounds | 42,923 |
| Admin | 2,060 |
| Security | 1,060 |
| CCS | 3,925 |
| Equestrian Center | 1,804 |
| Campgrounds | 2,266 |
| Lakes & Beaches | 7,240 |
| Pools (Exercise Room) | 4,889 |
| Tennis | 1,061 |
| A&W (Comm Ctr) | 2,295 |
| Woods Center | 1,080 |
| Clubhouse | 5,835 |
| The Fairway | 549 |
| Maintenance | 8,116 |
| Golf maintenance | 743 |
| Acct 7445: Automated Gate Damages | 8,500 |
| Replacement of gate arms, pads and mechanical parts. | |
| Subtotal Other Expenses | 63,883 |

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|---|------------------|
| Acct 6310: Contribution to Replacement | 8,695 |
| Total Expenses | 777,707 |
| Net Surplus (Deficit) | (535,765) |