DBR Financial Summary Jan - Aug, 2018
Profit & Loss Budget Performance

Item	Expense	Budget	Var.	Comments
901 Salaries	$46,084	$44,715	+$1,369	More employee septic hours
910 Admin.	$18,507	$19,979	-$1,472	Less insurance/more legal
940 Contracts	$9,785	$10,574	-$789	Landscape Maintenance
950 Maint/Repair	$12,543	$12,720	-$177	
970 Parts/Supplies	$1,339	$1,230	+$109	
975 Utilities	$36,529	$32,336	+$4,193	Common electric/ Rate increase
984Taxes	$4,819	$4,950	-$131	Less federal income tax
Total Expenses	**$129,605**	**$126,503**	**+$3,102**	**More electric & septic**
Total Income	**$133,738**	**$127,295**	**+$6,443**	**More electric & laundry use**
Variance	**-$4,133**	------------		
Reserve Contrib.	**$41,293**	**} Net Reserve**		**($4,600/mo. X 8, plus Interest)**
Reserve Expense	**$16,562**	**} -$24,731**		**Septic Engineer/permits ($13,137)**
Fundraising Income	**$24,617**	**} Net Fundraising**		**Activities Septic Fundraising**
Fundraising Expense	**$621**	**} -$23,996**		

- **(+over-run - under-run)**

Discovery Bay Leaseholders Association

2018 Estimated EOY Operations Summary by Category

I.	**Total Income:**	**$198,323**	Dues, electric/laundry, Parking, document prep.
II.	**Total Expenses:**		
	A. Total Salaries/Wages	$69,062	-$313 lower p/r taxes
	B. Administration	$25,987	-$1,348 lower insurance
	C. Contract Services	$12,809	-$1,423 water mgt/berm
	D. Repairs/Maintenance	$16,806	-$946 no drainage maint
	E. Parts/Supplies	$ 1,749	+$49
	F. Utilities	$55,388	+$3,663 higher elec. use
	G. Total Taxes	$ 9,337	+$137
	Total Operations Expenses Expected:	**$191,138**	
III.	**Total Income less Total Expenses**	**-$7,185**	**Total $$ under income**
	Distribution:	**$ 7,185**	**Operations Savings ($2,185 restoration)**
IV.	**Reserve Contrib.**	**$61,941**	**$4,600 x 12 + interest**
	Reserve Expenses	**$ 23,997**	**ADC = $20,572**
	+ over/- under	**-$37,944**	**under contributions**

Discovery Bay Leaseholders Association

2019 proposed Operating Budget

I.	**Total Income:**	**$194,960**	Increase monthly dues $2.00 to Reserve Fund
II.	**Total Expenses:**		
A.	Total Wages	$67,120	Includes bonuses
B.	Administration	$28,355	Higher CPA fees
C.	Contract Services	$14,200	Mowing, laundry rent
D.	Repairs/Maintenance	$18,300	Drainage gravel
E.	Parts/Supplies	$ 1,850	Supplies
F.	Utilities	$56,000	Higher elec. use
G.	Total Taxes	$ 9,700	Income/ Property Tax
	Total Operations Expenses Expected:	**$195,525**	
III.	**Total Income less Total Expense**	**+$565**	
IV.	**Reserve Contrib.**	**$66,840**	**$4,970 x 12 + interest est.**
	Planned Expense	**$39,510**	**Reserve Plan = Radclyffe furniture, water tank clean, septic system**

Acct #	Categories	Estimate 2018	2019 Proposed	Notes
	INCOME		**207,000**	$150/month/lot $2 dues increase
625	Operating Savings Interest		59,640	$4970 monthly contribution to reserves
705-1	Operating Income from Dues	149,040	147,360	higher contribution to reserves
	Transfer to Reserves			
705-2	Late/NSF Fees			
706-1	Tent Space Rental			
707	Sale of Asset	240		
711	Parking Fees	3,210	3,000	7@$25 5@$15 =$3000 =less
715	Document Preparation Fees	1,000	1,250	
716	Mail Forwarding Fees	880	700	
717	LH Registration Fee (Rentals)	80	50	
720	Laundry Recovery	7,346	6,500	more year round leaseholders
721	Shed Insurance Recovery	200	200	
725	Electric Recovery	35,216	35,000	more year round leaseholders
726-1	Amazon Sales	821	750	
727	Copies/Fax		150	leaseholder copies/fax
726-3	Website Advertising			
731	Clicker/Key Deposit	0		
731-1	Violations Fees			
733	Donations - Operating	290		
	TOTAL INCOME	**198,323**	**194,960**	

Acct #	Categories	Estimate 2018	2019 Proposed	Notes
	EXPENSES			
901	**SALARIES & WAGES**			
902	Payroll Expense	60,908	56,401	includes bonuses 2018
903	Payroll Taxes	7,472	7,894	
904	Mileage Reimbursement - Other	388	400	
904-1	Mileage Reimbursement - Recycling	294	425	
905	Recognition/Thank You/Bonuses		2,000	Recongnition/Bonuses
	Total Salaries & Wages	**69,062**	**67,120**	
910	**ADMINISTRATIVE**			
913	Dues & Subscriptions	265	350	CAI $195, Safe Deposit Box $70
914	Legal Fees	2,400	2,400	
916-2	Accountant Fees - CPA	5,160	6,000	higher CPA fees 10% increase
918-1	Software	218	300	
918-4	Mailing & Stamps	188	200	
918-5	Office Supplies	661	675	
918-6	Ink/Copies/Printing/Paper	463	650	
918-7	Filing Fees	10	10	
918-2	Office Equipment Repair & Maint	734	200	2018-Bill Changer purchase $734
993	Bank Fees/Service Charges			
920	Permits & License	795	850	
924	Association Annual Meeting	509	620	
990	Insurance	9,383	10,500	higher deductible/lower cost
926-2	Communication (Phones & Internet)	4,876	5,000	phone/internet higher
926-4	Website	240	100	
930	Training & Education	85	500	
	Total Administrative	**25,987**	**28,355**	

Acct #	Categories	Estimate 2018	2019 Proposed	Notes
940	**CONTRACT SERVICES**			
941	Water System Management	3,217	3,800	
942	Laundry Rental	4,682	4,700	
944	Landscape Maintenance	3,710	4,500	
923	Reserve Study Update	1,200	1,200	
	Total Contract Services	**12,809**	**14,200**	
950	**REPAIRS & MAINTENANCE**			
951	Equipment Rental			
952	Building Maintenance	1,702	2,000	equipment maintenance by EOY 2018
954	Electrical	108	400	
956	Plumbing	211	400	
958	General Maintenance			
958-2	Equipment Maintenance	2,670	2,000	
958-3	Park Maintenance	3,322	4,400	four rumble strips/speed bumps
958-4	Winter Maintenance	75		
958-5	Shop Maintenance	71	200	
958-8	Drainage Maintenance/Gravel	0	2,700	gravel some road patches
958-12	Gravel/Roads	1,694	2,000	gravel cart path
	Tractor Purchase			
958-11	Donations Operating Paid Out	136		
960	Pool Maintenance	321	500	
962	Septic Maintenance	6,165	2,600	
964	Water Maintenance	331	1,100	
	Total Repairs & Maintenance	**16,806**	**18,300**	

Acct #	Categories	Estimate 2018	2019 Proposed	Notes
970	**PARTS & SUPPLIES**			
971	Fuel for Mowers & Tractor- Gas & Diesel	708	700	
972	Landscape Supplies		100	
973	Pet Supplies	296	300	
974	Cleaning & Janitorial	745	750	
	Total Parts & Supplies	**1,749**	**1,850**	
975	**UTILITIES**			
976	Electric	45,307	45,000	more year round leaseholders
978	Propane	1,872	2,000	no pool propane
980	Refuse/Recycle			
980-1	Garbage	6,746	7,500	less ability to recycle
980-2	Recycling	180	200	
981	Satellite TV - Dish	1,283	1,300	
	Total Utilities	**55,388**	**56,000**	
984	**TAXES**			
986	Federal Income Tax	300	500	
987	Real Estate Tax	9,037	9,200	
	Total Taxes	**9,337**	**9,700**	
	TOTAL EXPENSES	**191,138**	**195,525**	
	SUMMARY			
	TOTAL INCOME	**198,323**	**194,960**	
	TOTAL EXPENSES	**191,138**	**195,525**	
	NET ORDINARY PROFIT/LOSS	**(7,185)**	**565**	
	Other Income	**0**		
6999	Other Expense	**0**		
	NET PROFIT/LOSS	**(7,185)**		
	Reserve Expenses	**$23,997.00**	**$39,510.00**	
	Reserve Contributions	**$61,941.00**	**$66,840.00**	

Discovery Bay Leaseholders Association

2018 Reserve Expenses & 2019 Reserve Plan

2018 Reserve Expenses	Actual
• Mower	$1,715
• Copier	$424
• ADC	$20,572
• Other (Green team)	$1,286
Grand Total	$23,997

2019 Reserve Plan	Estimated
• Radclyffe furniture	$5,081
• Water tank clean	$1,600
• Septic System	$32,829
Grand Total	$39,510