

Riviera Heights Homeowners' Association
Proposed Budget
 July 1, 2023 through June 30, 2024

	2023-2024
Ordinary Income/Expense	
Income	
Administrative Fee Income	5,000
Architectural Plan Fee	500
Clubhouse Rental	2,500
Document Prep Fee	750
Escrow Demand	3,000
Fines	25,000
HOA Dues	280,716
Interest Income Bank	5
Interest Income Charges	5,000
Key Replacement	2,250
Late Fees	6,917
Returned Check Charges	100
Social Committee Income	2,000
Transfer Ownership	5,250
Total Income	338,988
Gross Profit	
Expense	
Administrative Expenses	
Advertising & Promotion	100
Bank Charges	150
Filing Fees	35
Insurance	
Liability	10,800
Workers Comp	4,000
Total Insurance	14,800
Licenses & permits	800
Meetings/Events	1,500
Mileage/Transportation	600
Miscellaneous Expense/Konocti Fire Safe Council	1,000
Newsletter/Printing	3,000
Office Supplies	5,000
Postage & Delivery	5,500
Professional Fees	
Administrative Fees	500
CPA/Accounting	16,700
Legal Fees	2,500
Total Professional Fees	19,700
Subscriptions	1,800
Taxes	
Federal	100
Property	-
State	30
Total Taxes	130
Telephone/Internet/Fax	3,400
Uncollectible Accounts/Bad Debt	5,000
Website	500
Total Administrative Expenses	63,015
Operating Expenses	
Payroll Fees	300
Payroll Expenses	
Gross Wages	124,455

Payroll Taxes	
ETT	75
FICA	7,716
FUTA	500
MEDICARE	1,805
SUI	1,000
Total Payroll Taxes	<u>11,096</u>
Payroll Expenses - Other	3,000
Total Payroll Expenses	<u>138,851</u>
Property Maintenance	
Clubhouse\Grounds	
Alarm Service	750
Cleaning/Janitorial	150
Equipment Rental	250
Equipment Repairs	100
Outside Services-Clubhouse	1,000
Pest Control	825
Supplies\Materials	2,000
Total Clubhouse\Grounds	<u>5,075</u>
Marina	
Cleaning/Janitorial	900
Grounds/Repairs/Maintenance	500
Supplies/Materials	500
Total Marina	<u>1,900</u>
RHHA Community	
Outside Services-Fire Abatement	20,000
Total RHHA Community	<u>20,000</u>
Swimming Pool Area	
Chemicals-Supplies	4,300
Health Permit	325
Outside Services-Pool	6,000
Pool Equipment	250
Pool Furniture	1,000
Propane/Pool	3,000
Repair & Maint.	500
Supplies-Non chemical	250
Total Swimming Pool Area	<u>15,625</u>
Total Property Maintenance	42,600
Utilities	
168-7 Street Lights	1,440
404-9 PG&E Clubhouse	11,354
495-7 PG&E Marina	224
740-2 PG&E Pool	1,344
Propane/Clubhouse	200
Trash Removal	2,500
Water	4,500
Total Utilities	<u>21,562</u>
Total Operating Expenses	203,013
Total Expense	<u>266,028</u>
Net Ordinary Income	<u>72,960</u>
Other Income/Expense	
Other Income	
Bank Interest	-
Total Other Income	<u>-</u>
Other Expense	
Reserve Replacement Fund	72,960
Total Other Expense	<u>72,960</u>
Net Other Income	<u>(72,960)</u>
Net Income	<u>-</u>