

The Oaks Community Association 2020 Budget
Approved October 15, 2019

Account	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	October	Nov.	Dec.	Proposed 2020 Budget	Projected 2019 Actual	Budgeted Per Month	Budget Per Month Per Lot
Income																
Assessments	34,067	34,067	34,067	34,067	34,067	34,067	34,067	34,067	34,067	34,067	34,067	34,067	408,804	401,280	34,067	163
Utilities	33,440	33,440	33,440	33,440	33,440	33,440	33,440	33,440	33,440	33,440	33,440	33,440	408,804	401,280	34,067	163
Electricity Billed	15,300	17,850	15,300	12,750	7,650	15,300	30,600	35,700	38,250	35,700	17,850	12,750	255,000	249,708	21,250	102
Gas Billed	15,200	17,100	15,200	9,500	8,550	6,650	4,750	3,800	1,900	2,850	3,800	5,700	95,000	94,000	7,917	38
Water Surcharge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sewer Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility Fee	11,495	11,495	11,495	11,495	11,495	11,495	11,495	11,495	11,495	11,495	11,495	11,495	137,940	131,540	11,495	55
Water Usage Charge (WUC)	9,480	11,060	11,060	12,640	12,640	15,800	17,380	18,960	15,800	11,060	11,060	11,060	158,000	157,440	13,157	63
Total Utilities	51,475	57,505	53,055	46,385	40,335	49,245	64,225	69,955	67,445	61,105	44,205	41,005	645,940	632,680	53,828	258
Total Income	84,915	90,945	86,495	79,825	73,775	82,683	97,665	103,395	100,885	94,545	77,645	74,445	1,054,744	1,033,960	87,895	421
Expenses																
Utilities																
PG&E Electricity	7,800	10,400	13,000	13,000	15,600	28,600	44,200	44,200	36,400	20,800	15,600	10,400	260,000	259,000	21,667	104
PG&E Gas	19,950	15,200	9,500	8,550	3,800	1,900	950	950	950	1,900	7,600	23,750	95,000	94,000	7,917	38
Water Surcharge	8,982	8,837	12,603	15,500	19,991	18,253	14,052	12,313	11,444	8,547	7,098	7,243	144,883	144,000	12,072	58
Treated Water (WUD)																
Total Utility Expense	36,732	34,437	35,103	37,050	39,391	48,753	59,202	57,463	48,794	31,247	30,298	41,393	499,883	487,000	41,655	199
Water Treatment Plant																
Raw	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
T4 Contractor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Treatment Permit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WTP Monitoring Lab Testing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WTP Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Distribution repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WTP Supplies & Chemicals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WTP Internet	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training WTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WTP Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total WTP Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Distribution System																
Monitoring Testing	200	260	240	240	180	120	140	140	120	120	120	120	2,000	16,335	167	1
Repairs	165	90	255	75	135	90	90	165	180	120	75	60	1,500	1,000	125	1
Supplies & Chemicals	120	140	140	160	160	200	220	240	200	140	140	140	2,000	9,500	167	1
Training	-	-	-	-	-	250	-	-	-	250	-	-	500	480	42	0
Total Water Distribution Expenses	485	490	635	475	475	650	450	545	500	630	335	320	6,000	27,315	500	2

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Sewer Treatment Plant Expense																
Electricity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste Water permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Monitoring Test	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Diesel Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training and OIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Sewer Treatment Plant Exp	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wastewater Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricity	1,260	1,470	1,470	1,470	1,680	1,680	2,100	2,310	2,520	2,100	1,470	1,470	21,000	15,489	1,750	8
Wastewater Permit	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,413	14,000	14,500	1,167	6
Monitoring Test	340	1,445	170	1,215	680	170	340	1,785	170	255	1,530	340	8,500	8,200	708	3
Repairs	340	280	120	120	260	240	100	280	100	60	60	40	2,000	1,000	167	1
Alarm Service	50	50	50	50	50	50	50	50	50	50	50	50	600	600	50	0
Diesel Fuel	-	250	-	-	-	250	-	-	250	-	-	250	1,000	1,000	83	0
Training and OIT	-	200	-	200	-	280	-	200	-	200	-	-	1,000	9,800	83	0
Total Wastewater Treatment Exp	3,157	4,662	2,977	4,282	3,837	3,757	3,757	5,792	4,257	3,832	4,277	3,563	48,100	49,989	4,008	19
Maintenance Expenses																
Utilities	120	150	240	360	270	330	390	390	450	210	60	30	3,000	8,000	250	1
Pool and Spa Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Telephone Expense	36	48	54	60	60	66	60	60	60	36	36	24	600	600	50	0
Clubhouse Expense	624	624	624	624	624	702	624	702	702	702	624	624	7,800	7,500	650	3
Garbage	440	440	440	440	440	495	440	495	495	495	440	440	5,500	5,000	458	2
Fuel Cost	736	736	736	736	736	828	736	828	828	828	736	736	9,200	9,000	767	4
Park Maintenance	760	760	665	855	855	855	1,045	855	1,045	950	475	380	9,500	15,000	792	4
Vehicle Repairs	325	-	1,625	-	650	-	-	1,625	-	650	-	1,625	6,500	-	542	3
Internet Service	50	50	50	50	50	50	50	50	50	50	50	50	600	600	50	0
Total Maintenance Expense	3,091	2,808	4,434	3,125	3,685	3,926	3,345	5,005	3,630	3,921	2,421	3,909	42,700	45,700	3,558	17
Pool and Spa Expense																
Maintenance	150	225	375	900	1,125	1,125	900	825	750	600	375	150	7,500	7,200	625	3
Treated Water Usage	180	270	450	1,080	1,350	1,350	1,080	990	900	720	450	180	9,000	-	750	4
Electricity	90	135	225	540	675	675	540	495	450	360	225	90	4,500	-	375	2
Repairs	60	90	150	360	450	450	360	330	300	240	150	60	3,000	4,000	250	1
Chemicals	50	75	125	300	375	375	300	275	250	200	125	50	2,500	-	208	1
Total Pool and Spa Expense	530	795	1,325	3,180	3,975	3,975	3,180	2,915	2,650	2,120	1,325	530	26,500	11,200	2,208	11
Payroll Expense																
Community Manager	10,166	10,166	10,166	6,833	6,833	6,833	6,833	6,833	6,833	6,833	6,833	6,833	92,000	83,200	7,667	37
Clerical Salary	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	35,000	34,500	2,917	14
Maintenance Staff	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000	71,000	6,000	29
Wages Water Treatment Staff	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Water Distribution Staff	417	417	417	417	417	417	417	417	417	417	417	417	5,000	45,283	417	2
Wastewater Plant Staff	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	40,500	37,120	3,375	16
Night Watchman Staff	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	16,000	15,000	1,333	6
Playground Supervisor Staff	571	571	571	1,748	2,596	2,596	2,596	2,596	1,748	571	570	570	17,208	13,600	1,442	7
Payroll Tax	2,700	2,430	1,890	1,890	1,890	2,700	2,430	2,430	2,430	1,890	2,160	2,160	27,000	29,000	2,250	11
Payroll Service	217	217	217	217	217	217	217	217	217	217	217	217	2,600	2,100	217	1
Workers Compensation	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	13,000	13,500	1,083	5
Total Payroll Expenses	28,779	28,509	27,969	25,813	26,661	27,471	27,201	27,201	26,353	24,636	24,905	24,905	320,408	344,303	26,701	128
Administrative Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debt expense	-	400	-	400	-	400	-	400	-	400	-	9,000	9,000	12,000	750	4
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	2,000	2,000	167	1
Bank Fees	42	42	42	42	42	42	42	42	42	42	42	42	500	800	42	0
Dues and Membership	92	92	92	92	92	92	92	92	92	92	92	92	1,100	3,800	92	0
Software Subscriptions	225	225	225	225	225	225	225	225	225	225	225	225	2,700	6,000	225	1
Utility Billing Service	500	500	500	500	500	500	500	500	500	500	500	500	6,000	6,000	500	2
Internet Service	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,000	100	0
Treated Water Usage	279	275	392	482	621	567	437	383	356	266	221	225	4,500	-	375	2
Utilities	480	420	420	360	360	480	660	780	720	540	300	480	6,000	8,350	500	2
Telephone Expense	408	459	408	408	408	459	408	459	408	459	408	408	5,100	5,100	425	2
Alarm Service	48	54	48	48	48	54	48	54	48	54	48	48	600	600	50	0
Office Supplies and Expense	360	405	360	360	360	405	360	405	360	405	360	360	4,500	6,822	375	2
Cell Phone Expense - Staff	192	216	192	192	192	216	192	216	192	216	192	192	2,400	1,200	200	1
Security Supplies	30	-	30	-	-	30	30	-	-	30	-	30	150	450	13	0
Night Watchman Fuel	160	180	160	160	160	180	160	180	160	180	160	160	2,000	1,900	167	1
Postage and Shipping	67	67	67	67	67	67	67	67	67	67	67	67	800	1,700	67	0
Street Lights	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Election Expense	-	-	-	-	-	-	-	-	-	-	-	-	1,250	-	104	0
Annual Disclosure Expense	-	-	500	-	-	-	-	-	-	-	-	-	1,250	-	104	0
Administrative Mileage	106	106	106	106	106	106	106	106	106	106	106	106	1,273	-	106	1
Vehicle Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Social Activities	125	125	125	125	125	125	125	125	125	125	125	125	1,500	2,200	125	1
Admin Training	-	-	-	150	-	125	-	-	150	-	-	-	300	-	25	0
Employee Services	-	-	-	-	-	700	-	-	-	-	-	-	700	200	58	0
Member Services	-	-	250	-	-	-	-	-	-	-	-	-	500	42	42	0
Raw Water Expense	79	80	80	99	120	110	110	90	250	80	60	50	1,000	900	83	0
Misc. Admin Expense	17	17	17	17	17	17	17	17	17	17	17	17	200	125	17	0
Total Administrative Expense	3,300	3,761	3,862	3,922	3,542	4,644	3,677	4,239	3,746	3,882	5,271	12,226	56,023	55,147	4,669	22
Insurance Expense	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,000	250	1
Vehicle Insurance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	1,000	5
Commercial Insurance	333	333	333	333	333	333	333	333	333	333	333	333	4,000	4,000	333	2
D & O Insurance	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,000	100	0
Fidelity Bond	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	20,200	20,000	1,683	8
Total Insurance Expense	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	1,683	20,200	20,000	1,683	8

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Taxes and Permits Expense																
Vehicle Registration	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,200	100	0
Permits and License	83	83	83	83	83	83	83	83	83	83	83	83	1,000	1,200	83	0
Taxes	500	500	500	500	500	500	500	500	500	500	500	500	500	1,200	42	0
Total Taxes and Permits Expense	183	683	183	183	183	183	183	183	183	183	183	183	2,700	2,400	225	1
Professional Fees																
Accounting				2,500									2,500	1,850	208	1
Legal Fees			1,875	1,875			1,875						7,500	7,500	625	3
Total Professional Fees			1,875	2,500			1,875						10,000	9,350	833	4
Reserve Expense											3,750					
General	5,216	5,216	5,216	5,216	5,216	5,216	5,216	5,216	5,216	5,216	5,216	5,216	62,593	53,715	5,216	25
Water	181	181	181	181	181	181	181	181	181	181	181	181	2,166	-	181	1
Sewer	1,991	1,991	1,991	1,991	1,991	1,991	1,991	1,991	1,991	1,991	1,991	1,991	23,895	21,830	1,991	10
Reserve Study	133	133	133	133	133	133	133	133	133	133	133	133	1,600	1,600	133	1
Total Reserve Expense	7,521	7,521	7,521	7,521	7,521	7,521	7,521	7,521	7,521	7,521	7,521	7,521	90,254	77,145	7,521	36
Total Expenses	85,461	84,755	86,243	86,555	86,979	98,198	108,895	109,633	96,658	77,536	80,645	95,704	1,096,248	1,098,949	91,354	437
Other Income																
HDA Late Fees	480	360	420	480	480	660	660	540	540	420	480	480	6,000	5,900	500	2
Certified Letters	-	125	-	-	125	-	125	-	-	125	-	-	500	500	42	0
Move in Fee	80	80	80	120	120	120	120	80	80	40	40	40	1,000	700	83	0
NSF Fees	65	-	-	100	-	100	100	-	-	100	-	135	500	450	42	0
Interest	208	208	208	208	208	208	208	208	208	208	208	208	2,500	2,300	208	1
Document & Title Fees	240	280	280	320	320	400	400	440	360	320	320	320	4,000	3,400	333	2
Social Committee	-	-	-	-	168	168	400	-	-	168	-	168	504	200	42	0
Keys	-	-	-	36	60	80	24	-	-	168	-	-	200	170	17	0
Violation & Fines	780	910	780	1,040	1,300	1,430	1,430	1,170	1,040	1,040	1,040	1,040	13,000	12,460	1,083	5
RV Storage	738	861	861	1,107	1,107	1,230	1,230	1,230	1,107	1,107	984	738	12,300	12,300	1,025	5
Clubhouse Rental	30	25	45	35	50	55	55	45	40	40	40	40	500	460	42	0
Other Income	29	29	29	29	29	29	29	29	29	29	29	29	350	100	29	0
Recycling	13	13	13	13	13	13	13	13	13	13	13	13	150	150	13	0
Total Other Income	2,663	2,891	2,716	3,488	3,980	4,225	4,394	3,755	3,417	3,510	3,154	3,211	41,504	39,090	3,459	17
Net Income (Loss)	2,117	9,081	2,958	(3,242)	(9,224)	(11,288)	(6,836)	(2,483)	7,634	20,519	154	(18,048)	0	(25,289)	0	0