



WELCOME TO
SWANN KEYS

Board of Directors Meeting Fiscal Year 2023 Budget Presentation

Sunday, February 20, 2022

Presented by:

**Katherine Berkheimer, Budget Audit Co-Chair
Jeff Markiewicz, Budget & Audit Co-Chair, President
Wilma Denton, Treasurer**

Wilma Denton, Treasurer

- **QuickBooks Online Software significantly improves the process**
- **The new Chart of Accounts or Expense Categories are working well**
- **Eliminating almost all “Miscellaneous Account”**
- **In the past, “Miscellaneous Accounts” were large buckets of funds**
- **These Accounts were difficult to use for budgeting and expense controls**
- **New QuickBooks and COA allowed us to view detailed current and projected expenses real-time**
- **We reviewed current contracts ie: Pool, Landscaping, Water Plant**
- **New process and tools have allowed us to produce a much more accurate budget**

Kathy Berkheimer, Co-Chair, Audit & Budget Committee

- **Beginning in January the Budget Committee held several workshops – 5 hours total with many Board Member in attendance.**
- **We did a detailed line level expense review – Payment by Payment**
- **The Process**
 - 1. We build a Budget Worksheet (Full worksheet on SKCA Web Site – Residents Section)**
 - 2. We review current year expenses to date for FY22**
 - 3. We projected the remainder of the year expenses**
 - 4. Reviewed active and outstanding contracts**
 - 5. Using the Budget Work Sheet we estimate FY2023 Expenses**
 - 6. Calculate Total Anticipated expenses for FY2023**
 - 7. Finally we divide the total Anticipated Expenses by 606 (# of Lots)**
 - 8. The result = Your FY23 Maintenance Fees**

Community Budget – The Process



Wilma Denton, Treasurer

Sample Page of Budget Workbooks

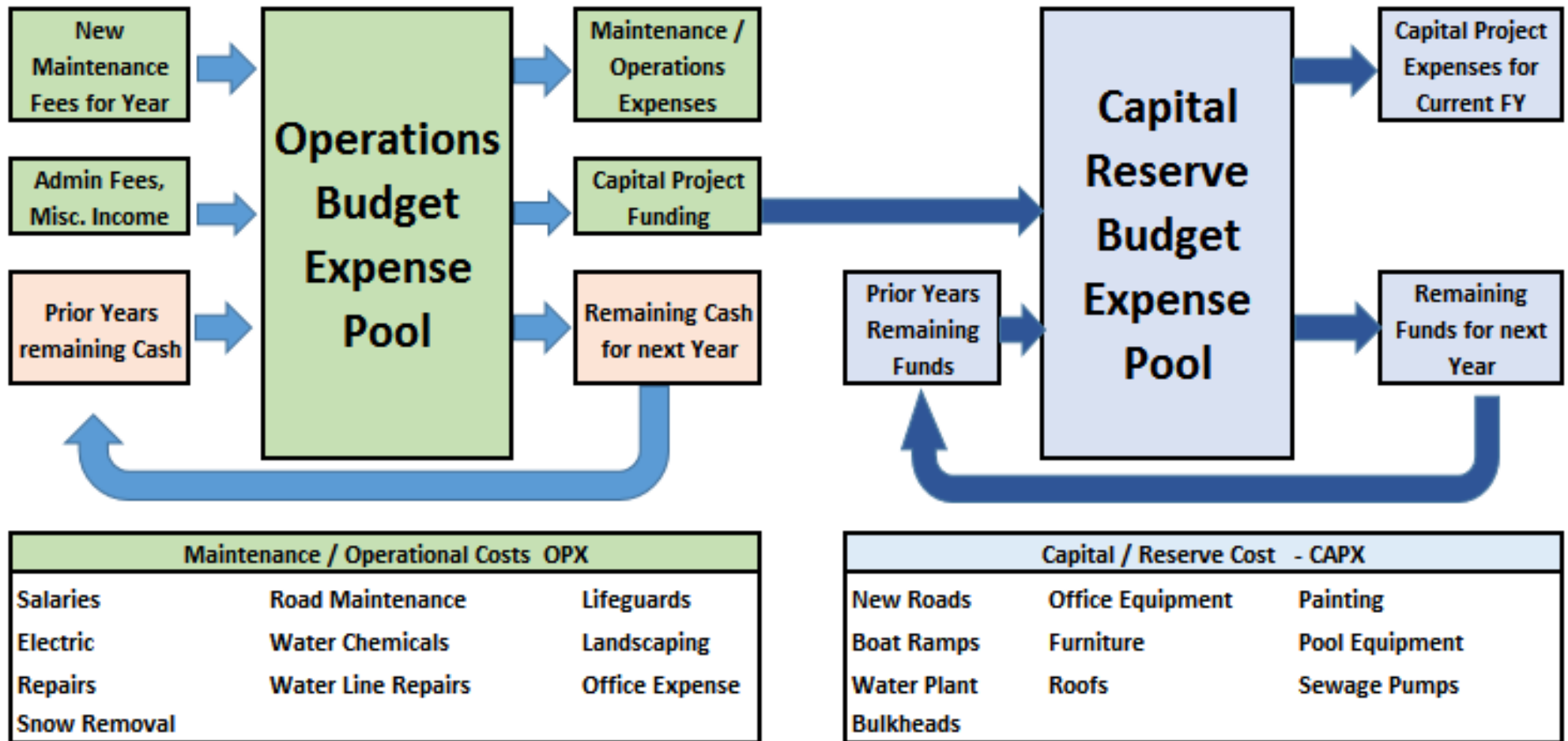
- Full Workbook available on Swann Keys Web Site (Residents Section)

Swann Keys Civic Association FY 2023 Budget Worksheet	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Remaining Budget	Total			FY 2023
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget		Actual to date	Projected	FY22 Budget	Proposed FY23 Budget
Expenses																	
410 INSURANCE																	
410.1 Property and Liability	14,195.00							0.00	0.00	0.00	0.00	0.00	0.00	\$ 14,195.00	\$ 14,195.00	\$ 16,635.00	\$ 14,195.00
410.3 Other Insurance			210.00					0.00	0.00	0.00	0.00	0.00	0.00	\$ 210.00	\$ 210.00	\$ 2,306.00	\$ -
410.4 Flood Insurance				2,341.00										\$ 2,341.00	\$ 2,341.00	\$ -	\$ 2,341.00
Total 410 INSURANCE	14,195.00	0.00	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 14,405.00	\$ 14,405.00	\$ 18,941.00	\$ 16,536.00
420 Taxes/Donations/Service Charges																	
420.1 Donations								0.00	0.00	200.00	0.00	0.00	200.00	\$ -	\$ 200.00	\$ 1,000.00	\$ 500.00
420.12 Property Taxes				4,683.96				0.00	0.00	0.00	0.00	0.00	0.00	\$ 4,683.96	\$ 4,683.96	\$ 4,600.00	\$ 4,700.00
420.3 Bank/Service Charges								6.25	6.25	6.25	6.25	6.25	31.25	\$ -	\$ 31.25	\$ 75.00	\$ 75.00
420.75 Misc. Expense	-50.00		350.00	39.92	607.85		175.00						0.00	\$ 1,122.77	\$ 1,122.77	\$ -	\$ 1,200.00
Total 420 Taxes/Donations/Service Charges	-50.00	0.00	350.00	4,723.88	607.85	0.00	175.00	0.00	6.25	206.25	6.25	6.25	231.25	\$ 5,806.73	\$ 6,037.98	\$ 5,675.00	\$ 6,475.00
421 Office																	
420.4 Office Supplies			352.35	126.66	487.30		53.63	250.00	250.00	250.00	250.00	250.00	1,250.00	\$ 1,019.94	\$ 2,269.94	\$ 3,000.00	\$ 2,000.00
420.5 Office Telephone/Internet	505.56		252.71	262.21	896.61	82.99	172.35	330.66	330.66	330.66	330.66	330.62	1,653.26	\$ 2,673.43	\$ 4,326.69	\$ 3,967.88	\$ 4,649.00
420.6 Web Master				38.00				275.00	0.00	0.00	0.00	0.00	275.00	\$ 38.00	\$ 313.00	\$ 550.00	\$ 550.00
420.7 Office Equip.Repairs/ Lease	218.34	218.34	218.34	4,616.34	218.34	218.34	218.34	250.00	250.00	250.00	250.00	250.00	1,250.00	\$ 5,926.38	\$ 7,176.38	\$ 3,000.00	\$ 3,000.00
Total 421 Office	723.90	218.34	823.40	5,043.21	1,602.25	302.11	944.32	1,105.66	830.66	830.66	830.66	830.62	4,428.26	\$ 9,657.75	\$ 14,086.01	\$ 10,517.88	\$ 10,199.00
425 TRASH REMOVAL																	
425.1 Trash Collection	8,963.33	8,963.33	8,963.33	8,955.33	8,963.33	8,963.33	9,411.50	9,411.50	9,411.50	9,411.50	9,411.50	9,411.50	47,057.50	\$ 63,183.48	\$ 110,240.98	\$ 110,248.98	\$ 115,761.41
Total 425 TRASH REMOVAL	8,963.33	8,963.33	8,963.33	8,955.33	8,963.33	8,963.33	9,411.50	9,411.50	9,411.50	9,411.50	9,411.50	9,411.50	47,057.50	\$ 63,183.48	\$ 110,240.98	\$ 110,248.98	\$ 115,761.41
427 Internet/Clubhouse	63.99	63.99	83.99	83.99	83.99	83.99							0.00	\$ 379.95	\$ 379.95	\$ -	\$ 1,007.88
430 PROFESSIONAL FEES																	
420.2 Accounting (Book Keeper / Audit)	300.00		450.00		150.00	300.00	150.00	500.00	500.00	500.00	500.00	500.00	2,500.00	\$ 1,350.00	\$ 3,850.00	\$ 6,000.00	\$ 8,400.00
430.1 Legal/Professional								500.00	500.00	500.00	500.00	500.00	2,500.00	\$ -	\$ 2,500.00	\$ 6,000.00	\$ 5,000.00
430.2 Collections Legal fees								167.00	166.00	167.00	166.00	167.00	833.00	\$ -	\$ 833.00	\$ 2,000.00	\$ 1,000.00
Total 430 PROFESSIONAL FEES	300.00	0.00	450.00	0.00	150.00	300.00	150.00	1,167.00	1,166.00	1,167.00	1,166.00	1,167.00	5,833.00	\$ 1,350.00	\$ 7,183.00	\$ 14,000.00	\$ 14,400.00
440 GROUNDS MAINTENANCE																	
440.1 Lawn Care	598.00	299.00	299.00	299.00	299.00	299.00		0.00	0.00	588.38	588.38	588.34	1,765.10	\$ 2,093.00	\$ 3,858.10	\$ 4,707.00	\$ 4,707.00
440.2 Flower/shrubs/misc	45.71	843.99	872.86	60.86		508.00	20.00	0.00	0.00	480.00	480.00	480.00	1,440.00	\$ 2,351.42	\$ 3,791.42	\$ 2,400.00	\$ 4,830.00

Community Budget – How our Money Flows



Jeff Markiewicz, President, Co-Chair Audit & Budget Committee



“Managing the Future of our Community”

Community Budget – Expense



Wilma Denton, Treasurer

Expenses

400 SALARIES/BENEFITS

Total 400.1 Payroll	\$	44,187.00
400.5 Employer FUTA expense	\$	180.00
400.6 Payroll Tax Employer MC/SS	\$	3,497.96
400.7 Payroll Tax St.Unemp/Train	\$	200.00
409 - Payroll -Quartley St. Tax	\$	1,000.00
Total 400 SALARIES/BENEFITS	\$	49,064.96

410 INSURANCE

410.1 Property and Liability	\$	14,195.00
410.4 Flood Insurance	\$	2,341.00
Total 410 INSURANCE	\$	16,536.00

420 Taxes/Donations/Service Charges

420.1 Donations	\$	500.00
420.12 Property Taxes	\$	4,700.00
420.3 Bank/Service Charges	\$	75.00
420.75 Other Expense	\$	1,200.00
Total 420 Taxes/Donations/Service Charges	\$	6,475.00

421 Office

420.4 Office Supplies	\$	2,000.00
420.5 Office Telephone/Internet	\$	4,649.00
420.6 Web Master / Web Services	\$	550.00
420.7 Office Equip.Repairs/ Lease	\$	3,000.00
Total 421 Office	\$	10,199.00

427 Internet/Clubhouse	\$	1,007.88
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425 TRASH REMOVAL

425.1 Trash Collection	\$	115,761.41
Total 425 TRASH REMOVAL	\$	115,761.41

430 PROFESSIONAL FEES

420.2 Accounting	\$	8,400.00
430.1 Legal/Professional	\$	5,000.00
430.2 Collections Legal fees	\$	1,000.00
Total 430 PROFESSIONAL FEES	\$	14,400.00

470 NOMINATING

470.1 Election Monitor	\$	6,600.00
470.2 Postage/Mailing for election	\$	600.00
Total 470 NOMINATING	\$	7,200.00

480 RECREATION

480.2 Pool		
408.22 Furniture	\$	400.00
480.21 Lifeguards / Pool Maintenance	\$	35,535.00
Total 480.2 Pool Maintenance	\$	39,435.00
480.3 Misc. Recreation	\$	500.00
480.5 Playground Maintenance	\$	500.00
480.6 Community Event Expense	\$	1,200.00
Total 480 RECREATION	\$	41,635.00

490 SECURITY

490.3 Security Monitoring	\$	1,800.00
490.4 Security Maintenance	\$	1,000.00
Total 490 SECURITY	\$	2,800.00

440 GROUNDS MAINTENANCE

440.1 Lawn Care / Landscaping	\$	4,707.00
440.2 Flower/shrubs/misc/mulch	\$	4,830.00
440.3 Snow Removal	\$	1,600.00
Total 440 GROUNDS MAINTENANCE	\$	11,137.00

Community Budget – Expense



Wilma Denton, Treasurer

450 Community Correspondance	
450.1 Printing & Duplicating	\$ 1,000.00
450.2 Postage & Bulk Mail	\$ 2,500.00
450.3 One Call	\$ 2,900.00
Total 450 Community Correspondance	\$ 6,400.00

460 Cleaning / Prof. Services	
460.1 Clubhouse / Comm Center Misc	\$ 3,500.00
460.2 Cleaning Services	\$ 9,600.00
460.3 Exterminator	\$ 620.00
Total 460 Cleaning / Prof. Services	\$ 13,720.00

463 Utilities	
463.1 Electricity	
420.81 6423001 - Street Lights	\$ 7,800.00
420.82 6441101 - Street Lights	\$ 9,700.00
460.4 6447401 - Clubhouse/Pool	\$ 4,500.00
460.5 6961201 - Community Bldg.	\$ 3,000.00
480.4 11498300 - Playground	\$ 300.00
500.04 6454401 - Office / Water Bld.	\$ 3,000.00
500.05 6483701- Entrance Lights	\$ 700.00
500.06 6961301 - Water Plant Bld	\$ 6,300.00
500.31 6451501 - Lift Stations	\$ 450.00
500.32 6447401L - Lift Station	\$ 250.00
500.33 8235600 - Lift Stations	\$ 425.00
500.34 6392101 - Lift Station	\$ 450.00
500.35 1387600 - Lift Stations	\$ 324.99
Total 463.1 Electricity	\$ 37,199.99

500.4 Gas	
460.6 Gas / Clubhouse	\$ 200.00
500.11 Gas/Water Building	\$ 1,400.01
Total 500.4 Gas	\$ 1,600.01

500 MAINTENANCE	
500.01 Misc. Maintenance	\$ 20,000.00
500.07 Sewer	\$ 3,000.00
500.08 Water Service	
500.09 Water Plant Monthly Operations	\$ 16,800.00
500.10 Water Engineer	\$ 1,000.00
500.11 Water Plant Preventative Mainte	\$ 3,900.00
NEW - Annual Plant Maintenance	\$ 9,000.00
500.12 Chemicals/Consumables	\$ 5,800.00
500.13 Wells and Plumbing	\$ 2,500.00
500.14 Distribution System Repairs	\$ 1,800.00
500.81 Salt	\$ 19,000.00
500.82 Repairs/Maintenance	\$ 9,000.00
500.83 Water Report/Utilities	\$ 900.00
Total 500.08 Water Service	\$ 69,700.00
500.12 Plumbing Service Expense	\$ 5,500.00
Total 501 Vehicle Expense	\$ 1,500.00
Total 500 MAINTENANCE	\$ 99,700.00

Total Operating Expenses	\$ 434,836.25
Operations Contingency Funds	\$ 8,293.75
Total Operating Expenses	\$ 443,130.00

Community Budget – Expense



Wilma Denton, Treasurer

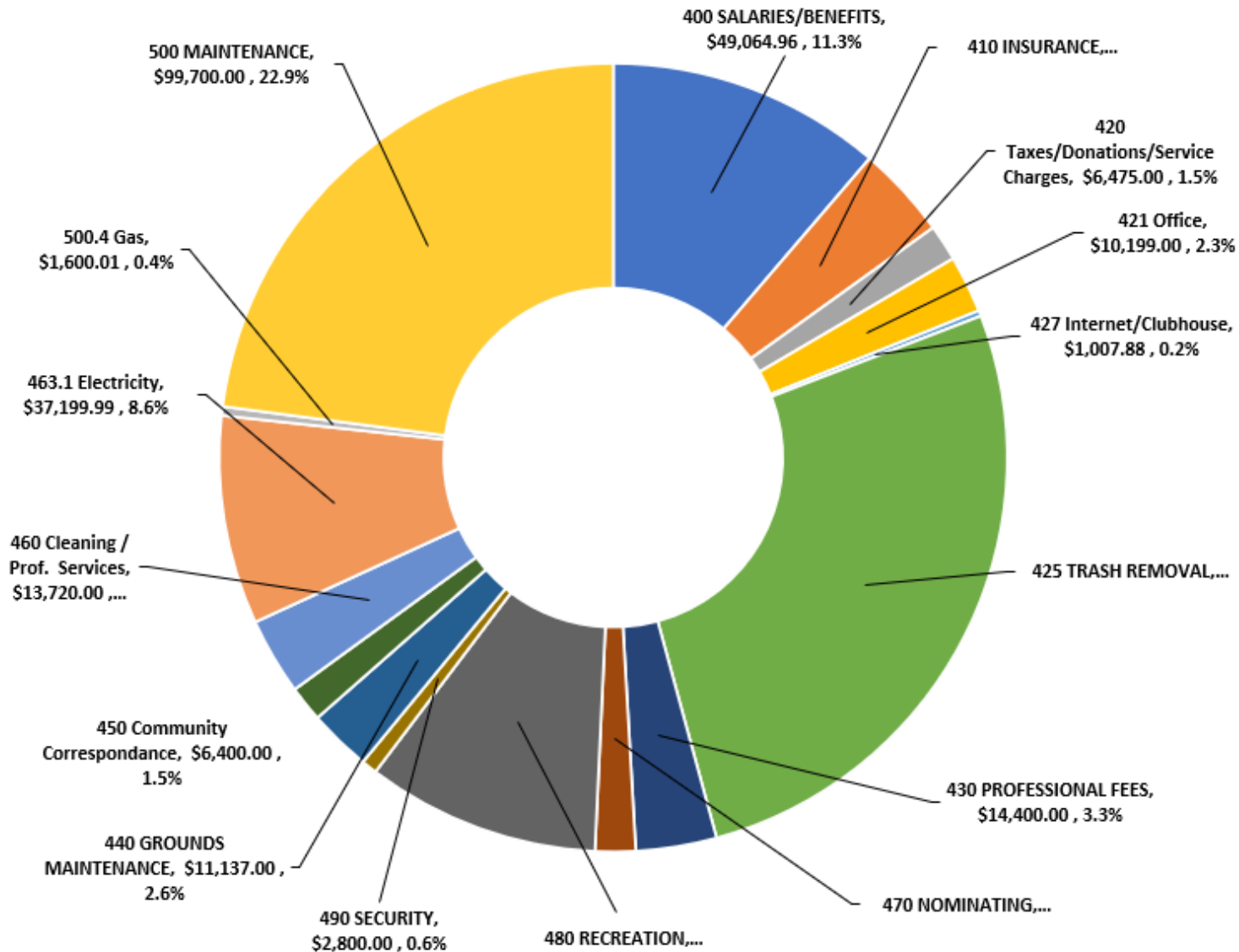
Income Total	\$ 573,130.00	
Expenses		
400 SALARIES/BENEFITS	\$ 49,064.96	11.3%
410 INSURANCE	\$ 16,536.00	3.8%
420 Taxes/Donations/Service Charges	\$ 6,475.00	1.5%
421 Office	\$ 10,199.00	2.3%
427 Internet/Clubhouse	\$ 1,007.88	0.2%
425 TRASH REMOVAL	\$ 115,761.41	26.6%
430 PROFESSIONAL FEES	\$ 14,400.00	3.3%
470 NOMINATING	\$ 7,200.00	1.7%
480 RECREATION	\$ 41,635.00	9.6%
490 SECURITY	\$ 2,800.00	0.6%
440 GROUNDS MAINTENANCE	\$ 11,137.00	2.6%
450 Community Correspondance	\$ 6,400.00	1.5%
460 Cleaning / Prof. Services	\$ 13,720.00	3.2%
463.1 Electricity	\$ 37,199.99	8.6%
500.4 Gas	\$ 1,600.01	0.4%
500 MAINTENANCE	\$ 99,700.00	22.9%
Expenses	\$ 434,836.25	
Contingency	\$ 8,293.75	
Total Budgeted Expenses	\$ 443,130.00	
Gross Profit	\$ 130,000.00	
FY2022 - Operation Excess Cash	\$ 10,000.00	
Capital Project / Reserve Funding	\$ 140,000.00	

“Managing the Future of our Community”

Community Budget – Summary

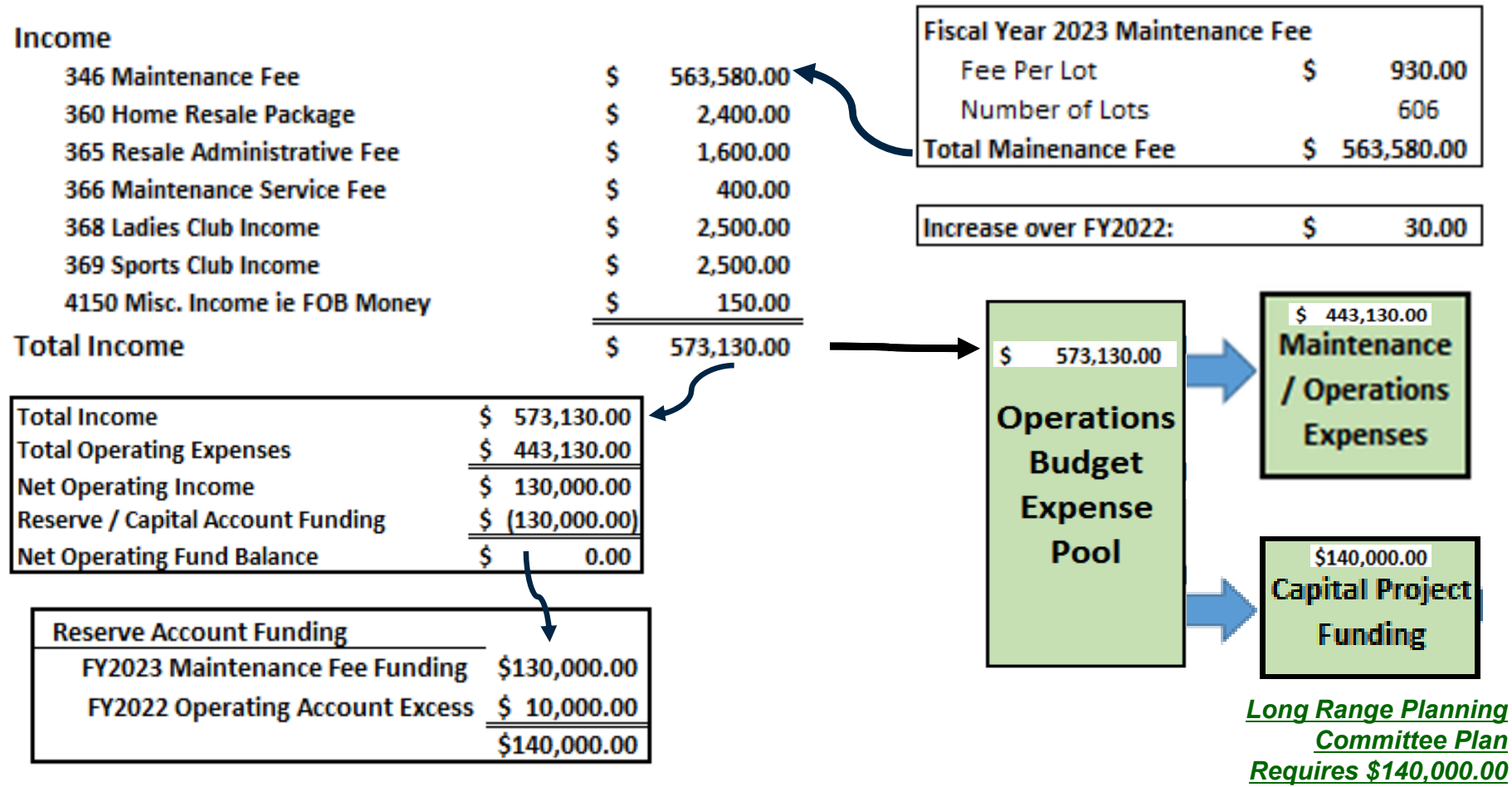


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Jeff Markiewicz, President, Co-Chair Audit & Budget Committee





Thank You