



Budget Planning / Maintenance Planning

Administration

Table with 2 columns: Item, Annual Cost. Rows include Management Fees, Copying, Postage, Meeting Notices, Minutes Distribution, Hall Rentals, Refreshments, Publications, Seminars/Wkshops, Memberships, Records Access, Record Storage, Land Titles, Misc.

Financial Operations

Table with 2 columns: Item, Annual Cost. Rows include Banking Costs, Collections, Accounting, Audit Costs, Misc.

Governance

Table with 2 columns: Item, Annual Cost. Rows include General Meetings, Chairperson, Secretary, Bylaw enforcement, Court Actions, Legal Costs, Misc.

Consulting, Insurance & Risk

Management

Table with 2 columns: Item, Annual Cost. Rows include Annual insurance, Deductible Appraisals, Engineering, Depreciation Reports, Misc.

Service contracts

Table with 2 columns: Item, Annual Cost. Rows include Waste Management, Landscaping, Laundry Facility, Exterior Maintenance, Gutter Cleaning, Snow Removal, Elevators, Garage gates, Drainage / Sewer, Pools.

Repairs, Maintenance & Inspections

Item	Annual Cost
Landscaping Supplies	\$ _____
Hot Water Systems	\$ _____
Air Conditioning	\$ _____
Roof Top Air Units	\$ _____
Waste Disposal Units	\$ _____
Janitorial	\$ _____
Janitorial – Supplies	\$ _____
Dryer Vents	\$ _____

Utilities

Item	Annual Cost
Parking Garage	\$ _____
Hydro	\$ _____
Gas	\$ _____
Sewer / Water	\$ _____

Summary Proposed Budget

Revenue	
Strata Fees	\$ _____
Parking	\$ _____
Laundry	\$ _____
Surplus Prev Yr	\$ _____
Forms & Records	\$ _____
Other	\$ _____
Total Revenue*	\$ _____
Operating Expenses	
Administration	\$ _____
Deficit Recovery*	\$ _____
Financial Operations	\$ _____
Governance	\$ _____
Insurance/Risk	\$ _____
Service Contracts	\$ _____
Repairs & Maintenance	\$ _____
Utilities	\$ _____
Subtotal Operating	\$ _____
+ Contingency Reserve	\$ _____
Total Expenses*	\$ _____

** Note: The Strata Property Act and Regulations do not permit deficit budgets. In the event that a deficit exists at the end of the year, the deficit must be repaid within the next fiscal year. It may be repaid either by a 3/4 vote resolution for a special levy, 3/4 vote resolution reserve allocation (not advised), or as an expense item in the annual budget.*

