

Condominium Home Owners' Association of British Columbia

Leadership, Education and Resources for strata owners across BC

Website: www.choa.bc.ca / Toll-free: 1.877.353.2462 Bulletin: 400-007B (September 25, 2017)

Budget Planning / Maintenance Planning

<u>Administration</u>		<u>Governance</u>	
Item	Annual Cost	Item	Annual Cost
Management Fees	\$	General Meetings	\$
Copying	\$	Chairperson	\$
Postage	\$	Secretary	\$
Meeting Notices	\$	Bylaw enforcement	\$
Minutes Distribution	\$	Court Actions	\$
Hall Rentals	\$	Legal Costs	\$
Refreshments	\$	Misc	\$
Publications	\$		
Seminars/Wkshops	\$	Consulting, Insurance & R	ick
Memberships	\$	Management	
Records Access	\$	Item	Annual Cost
Record Storage	\$	Annual insurance	\$
Land Titles	\$	Deductible Appraisals	\$
Misc	\$	Engineering	\$
		Depreciation Reports	\$
Financial Operations		Misc	\$
Item	Annual Cost	Wilde	¥
Banking Costs	\$		
Collections		Service contracts	
Accounting	\$ \$	ltem	Annual Cost
Audit Costs	\$	Waste Management	\$
	\$	Landscaping	\$
Misc	\$	Laundry Facility	\$
		Exterior Maintenance	\$
		Gutter Cleaning	\$
		Snow Removal	\$
		Elevators	\$
		Garage gates	\$
		Drainage / Sewer	\$
		Pools	\$

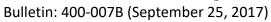


Repairs, Maintenance & Inspections		Summary Proposed Budget		
Item	Annual Cost	Revenue Strata Fees	\$	
Landscaping Supplies	\$	Parking	\$	
Hot Water Systems	\$	Laundry	\$	
Air Conditioning	\$	Surplus Prev Yr	\$	
Roof Top Air Units	\$	Forms & Records	\$	
Waste Disposal Units	\$	Other	٠	
Janitorial	\$		\$	
Janitorial – Supplies	\$	Total Revenue*	\$	
Dryer Vents	\$	Operating Expenses		
		Administration	\$	
<u>Utilities</u>		Deficit Recovery*	\$	
Item	Annual Cost	Financial Operations	\$	
Parking Garage	\$	Governance	\$	
Hydro	\$	Insurance/Risk	\$	
Gas	\$	Service Contracts	\$	
Sewer / Water	\$	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.





Budget Planning – Maintenance & Service Inventory

Description	Service	Inspection	Frequency	Cost per Service	Total Cost



Depreciation Fund Study Summary

Component	Current Age	Life	Remaining	Cost for	Cost Per Year
•		Expectancy	Life	Renewal	Remaining
Total					
Annual CRF					
Contribution					