

28-30 Denning Street, The Entrance NSW 2261  
 19 Apartments  
 Preliminary Draft budget version 1.1 (September 2021)

PROPOSED BUDGET

**ADMINISTRATIVE FUND**

**INSURANCE**

Building, Public Liability Cover, OBL Cover and Voluntary Workers	\$8,000.00
<b>(Assume replacement cost of \$5M)</b>	
<b>TOTAL INSURANCE</b>	<b>\$8,000.00</b>

**UTILITIES**

Electricity (common)	\$6,000.00
Water usage (common areas only including irrigation and visitor carwash bay )	\$3,000.00
<b>TOTAL UTILITIES</b>	<b>\$9,000.00</b>

**CONSULTANT FEES**

Occupational Health and Safety Report	\$500.00
Capital Works Fund Assessment	\$550.00
<b>TOTAL CONSULTANT FEES</b>	<b>\$1,050.00</b>

**BUILDING MANAGEMENT, CLEANING AND WASTE MANAGEMENT**

<b>Building Manager (assume no building management )</b>	<b>\$0.00</b>
Building management Software charges (included in above cost)	\$0.00
Cleaning ( 5 days per week Ex. Public holidays Total 8 hours Mon-Fri )	\$16,640.00
Cleaning supplies	\$0.00
Pest control (2 common area treatments per annum)	\$700.00
<b>TOTAL CLEANING / WASTE COSTS</b>	<b>\$17,340.00</b>

**MAINTENANCE**

Landscape maintenance (total 26 visits)	\$4,100.00
Electrical repairs	\$500.00
Plumbing repairs	\$500.00
Pump Maintenance (6 monthly inspection & service)	\$2,000.00
Common lighting (globes)	\$800.00
Window/Facade Cleaning (Yearly service)	\$0.00
Lift maintenance contract (1 x Lifts including sim cards for each lift emergency telephone line monitoring)	\$7,000.00
Bin Lift maintenance contract	\$3,500.00
Security access control	\$500.00
Garage Roller Door Maintenance (quarterly service)	\$1,000.00
<b>TOTAL MAINTENANCE</b>	<b>\$19,900.00</b>

**ESSENTIAL SERVICES**

Fire Services - maintenance and AFSS certification	\$4,000.00
Fire Services - non routine repairs	\$800.00
Fire Alarm Monitoring	\$2,000.00
Hydraulic Services Maintenance (6 monthly service)	\$1,000.00
Mechanical ventilation (maintenance and certification - excludes individual AC condensers)	\$800.00
<b>TOTAL ESSENTIAL SERVICES</b>	<b>\$8,600.00</b>

Audit Fees	\$0.00
Bank Charges	\$20.00
Accounting / BAS	\$100.00
Photocopies	\$450.00
Postage	\$100.00
Telephone	\$450.00
Stationery	\$200.00
<b>Management fees</b>	<b>\$4,180.00</b>
Fees under Schedule B if required (assuming additional quarterly meetings)	\$1,000.00
<b>TOTAL ADMINISTRATION</b>	<b>\$6,500.00</b>

**TOTAL ADMINISTRATIVE FUND (Ex.GST) \$70,390.00**

**CAPITAL WORKS FUND**

We recommend a quantity surveyor be engaged to produce a report on the capital works fund requirements (Obtaining a capital works fund forecast is a statutory obligation in the first year following the FAGM)

**TOTAL CAPITAL WORKS FUND (Ex.GST) \$7,125.00**

Administrative fund (No GST)	\$70,390.00
Capital works fund (No GST)	\$7,125.00
<b>TOTAL</b>	<b>\$77,515.00</b>

Average quarterly levies per lot (Inc.GST) \$1,020