

OPERATING BUDGET - CENTRAL OFFICE COST CENTER - FISCAL YEAR ENDING MARCH 31, 2025

ACCOUNT NUMBERS	ACCOUNT DESCRIPTION	CURRENT FYE 2024	PROJECTED FYE 2025	INCREASE OR DECREASE
INCOME				
100-3610-000-000	INTEREST	19,200	19,200	0
100-3690-011-000	COCC ASSET MANAGEMENT FEE - AMP1	13,662	13,662	0
100-3690-012-000	COCC BOOK-KEEPING FEE - AMP1	10,247	10,247	0
100-3690-013-000	COCC PROPERTY MANAGEMENT FEE - AMP1	68,310	68,310	0
100-3690-021-000	COCC ASSET MANAGEMENT FEE - AMP2	15,682	15,682	0
100-3690-022-000	COCC BOOK-KEEPING FEE - AMP2	11,761	11,761	0
100-3690-023-000	COCC PROPERTY MANAGEMENT FEE - AMP2	62,726	62,726	0
100-3690-031-000	COCC ASSET MANAGEMENT FEE - AMP3	11,880	11,880	0
100-3690-032-000	COCC BOOK-KEEPING FEE - AMP3	8,910	8,910	0
100-3690-033-000	COCC PROPERTY MANAGEMENT FEE - AMP3	59,400	59,400	0
100-3690-080-000	SECTION 8 INCOME	108,000	108,000	0
100-3690-008-000	OTHER INCOME	0	0	0
		389,778	389,778	0
EXPENSES				
1-4110, 1-4410, 1-4540	OVERHEAD EXPENSE	350,304	350,304	0
100-4120-000-000	AUDITING FEES	1,000	1,000	0
100-4160-000-000	ACCOUNTING FEES	1,000	1,000	0
100-4170-000-000	LEGAL EXPENSES	2,000	2,000	0
100-4180-000-000	TRAINING EXPENSE	4,000	4,000	0
100-4190-001-000	ACH EXPENSES	240	240	0
100-4190-002-000	ADMINISTRATIVE COSTS	2,200	2,200	0
100-4190-003-000	ADVERTISING - PUBLIC NOTICES	3,000	3,000	0
100-4190-008-000	CRIMINAL REPORTS	100	100	0
100-4190-009-000	IMMUNIZATIONS AND TESTING	1,000	1,000	0
100-4190-011-000	INTERNET SERVICES	0	0	0
100-4190-012-000	IT SERVICES AND LEASES	0	0	0
100-4190-013-000	LEASES OF OFFICE EQUIPMENT	0	0	0
100-4190-015-000	MEMBERSHIP DUES	500	500	0
100-4190-016-000	MILEAGE REIMBURSEMENT	3,400	3,400	0
100-4190-017-000	OFFICE SUPPLIES	2,400	2,400	0
100-4190-018-000	POSTAGE	2,400	2,400	0
100-4190-019-000	PUBLICATIONS, NEWSLETTERS	200	200	0
100-4190-020-000	PURCHASE OFFICE FURNITURE	5,000	5,000	0
100-4190-021-000	SOFTWARE AND HARDWARE EXPENSES	2,000	2,000	0
100-4190-022-000	TELEPHONE SERVICE AND CELL PHONES	2,400	2,400	0
100-4610-000-000	INSURANCE EXPENSE	5,000	5,000	0
				0
				0
		388,144	388,144	
	PROFIT/DEFICIT	1,634	1,634	

PROFIT/DEFICIT - 331	91,954
PROFIT/DEFICIT - 332	-65,726
PROFIT/DEFICIT - 333	-24,249

OVERALL PROFIT	3,613
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INCOME

ACCOUNT NUMBER		DESCRIPTION	ANNUALLY		BUDGET TOTAL
100-3610-000-000		INTEREST	MONTHLY	ANNUAL	
		Estimated	1,600	19,200	
					19,200
ELM, MORGAN, SS - AMP1			PER UNIT MONTH	ANNUAL	
100-3690-011-000		COCC ASSET MANAGEMENT FEE	10.00	13,800	
	1,380	Asset Management Fee - HUD Form 52723 - Ac	99%	13,662	
100-3690-012-000		COCC BOOK-KEEPING FEE	7.50	10,350	
	1,380	Information Technology Fee - HUD Form 52723	99%	10,247	
100-3690-013-000		COCC PROPERTY MANAGEMENT FEE	50.00	69,000	
	1,380	Property	99%	68,310	
					92,219
HOLLAND TOWERS - AMP2			PER UNIT MONTH	ANNUAL	
100-3690-021-000		COCC ASSET MANAGEMENT FEE	10.00	15,840	
	1,584	Asset Management Fee - HUD Form 52723 - Ac	99%	15,682	
100-3690-022-000		COCC BOOK-KEEPING FEE	7.50	11,880	
	1,584	Information Technology Fee - HUD Form 52723	99%	11,761	
100-3690-023-000		COCC PROPERTY MANAGEMENT FEE	40.00	63,360	
	1,584	Property	99%	62,726	
					90,169
GILL COMMONS - AMP3			PER UNIT MONTH	ANNUAL	
100-3690-031-000		COCC ASSET MANAGEMENT FEE	10.00	12,000	
	1,200	Asset Management Fee - HUD Form 52723 - Ac	99%	11,880	
100-3690-032-000		COCC BOOK-KEEPING FEE	7.50	9,000	
	1,200	Information Technology Fee - HUD Form 52723	99%	8,910	
100-3690-033-000		COCC PROPERTY MANAGEMENT FEE	50.00	60,000	
	1,200	Property	99%	59,400	
					80,190
100-3690-080-000		SECTION 8 INCOME	MONTHLY	ANNUAL	
		Estimated	9,000	108,000	
					108,000
100-3690-008-000		OTHER INCOME		ANNUAL	
		Estimated			
					0
					389,778

EXPENSES						
ACCOUNT NUMBER	DESCRIPTION	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	BUDGET TOTAL
ADMINISTRATIVE EXPENSES OTHER THAN SALARIES						
100-4120-000-000	AUDITING FEES				ANNUAL	
					1,000	1,000
100-4160-000-000	ACCOUNTING FEES				ANNUAL	
					1,000	1,000
100-4170-000-000	LEGAL EXPENSES				ANNUAL	
	Solicitor Services				2,000	2,000
100-4180-000-000	TRAINING EXPENSE				ANNUAL	
	HUD Training				500	
	WPHDA Training				500	
	Miscellaneous Training				2,000	
	Mechanical Training				1,000	
						4,000
100-4190-001-000	ACH EXPENSES			MONTHLY	ANNUAL	
	Bank Fees			20	240	240
100-4190-002-000	ADMINISTRATIVE COSTS				ANNUAL	
	State Civil Service Expenses				200	
	Miscellaneous Expenses				2,000	
						2,200
100-4190-003-000	ADVERTISING - PUBLIC NOTICES				ANNUAL	
	Public Notice - Meetings				800	
	Public Notice - Bids				2,000	
	Public Notice - Miscellaneous				200	
						3,000
100-4190-007-000	CRIMINAL REPORTS				ANNUAL	
	Pre-Employment				100	100
100-4190-009-000	IMMUNIZATIONS AND TESTING				ANNUAL	
	Immunizations - Flu Shots, Hepetis B, COVID				500	
	Testing - Drug Screen, TB				500	
						1,000

100-4190-011-000	INTERNET SERVICES			MONTHLY	ANNUAL	
	Windstream or Armstrong					0
100-4190-012-000	IT SERVICES AND LEASES			MONTHLY	ANNUAL	
	Hagan - Lease Network Equipment and Monitor Network					
	Horizon Software Support Services					0
100-4190-013-000	LEASES OF OFFICE EQUIPMENT			MONTHLY	ANNUAL	
	Toshiba American Business - Lease Copier					
	Pitney Bowes - Postage Meter					0
100-4190-015-000	MEMBERSHIP DUES				ANNUAL	
	PAHRA, PHADA, WPHDA, NAHRO					250
	Miscellaneous					250
						500
100-4190-016-000	MILEAGE REIMBURSEMENT	MILEAGE	HOTEL	FOOD	TOTAL	
	Hud Training	300		100	400	
	Housing Training	200	300	100	600	
	WPHDA Meetings	200	100	100	400	
	Conferences	500	600	200	1,300	
	Miscellaneous Inside Jurisdiction	100			100	
	Miscellaneous Outside Jurisdiction	500		100	600	
						3,400
100-4190-017-000	OFFICE SUPPLIES			MONTHLY	ANNUAL	
	Paper, Pencils, Pens, Folders, Ink, Clips			200	2,400	2,400
100-4190-018-000	POSTAGE			MONTHLY	ANNUAL	
	Monthly			200	2,400	2,400
100-4190-019-000	PUBLICATIONS, NEWSLETTERS				ANNUAL	
	HR and Housing Newsletters					100
	Miscellaneous					100
						200
100-4190-020-000	PURCHASE OFFICE FURNITURE				ANNUAL	
	Desks, File Cabinets, Shelving, Chairs, Tables					5,000
						5,000
100-4190-021-000	SOFTWARE AND HARDWARE EXPENSES				ANNUAL	
	Software - Office 365 Subscriptions, Adobe					1,000
	Hardware - Printers, Computers, UPS					1,000
						2,000

100-4190-022-000	TELEPHONE SERVICE AND CELL PHONES	MONTHLY	ANNUAL	
	Windstream - Landlines	100	1,200	
	First Net - Cell Phones	100	1,200	
				2,400
100-4610-000-000	INSURANCE EXPENSE		ANNUAL	
	Estimate Based on Previous Fiscal Year - Includes Industrial Appraisal		5,000	
				5,000
				37,840