

**TOPS v3.2.1™**  
**Budget Entry Tool**  
**User Guide**

By

TOPS Software, LLC  
Clearwater, Florida

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This guide is provided by TOPS Software, LLC as a reference and help tool for using the TOPS Budget Entry Tool product. Illustrations used in this guide may display screens with modules, features, and or functions that may not be part of the TOPS v3.2.1™ version you are currently running or available as add-ons or as plug-ins to an interface to third party products. Additionally, the most recent updates may not be reflected in this guide.

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It is also assumed that the user of this guide is familiar with basic windows functionality and navigation tools. Refer questions regarding the use of Windows Explorer to your system administrator.

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# Section 1

## INTRODUCTION

The TOPS Budget Entry Tool is an easy way to enter, update, and print yearly budgets for communities. It uses a “spreadsheet” format similar to popular spreadsheet packages. In addition, a user may enter Budget Notes attached to budget line items explaining the line item.

You can export the budget in several formats including Excel®. After export, the budgets may be altered in another application, e.g. Excel, then imported back into TOPS v3.2.1™.

Budget spreadsheet reports can be printed with or without the Budget Notes. In addition, the budget reports can be generated as a PDF file that can be attached to an e-mail and sent.

Acct. #	Acct. Name	Total Yr	January	February	March	April	May
<b>Income</b>							
06000-000	INCOME:	0.00	0	0	0	0	0
06310-000	Assessment Income	30840.00	2570.00	2570.00	2570.00	2570.00	2570.00
06320-000	Developer Assmt. Income	0.00	0	0	0	0	0
06330-000	Special Assmt. Income	0.00	0	0	0	0	0
06340-000	Late Fee Income	300.00	25.00	25.00	25.00	25.00	25.00
06350-000	Legal Fees Reimbursement	0.00	0	0	0	0	0
06360-000	Misc. Owner Income	0.00	0	0	0	0	0
06370-000	Owner Collection Costs	0.00	0	0	0	0	0
06380-000	Owner Admin. Fees Income	0.00	0	0	0	0	0
06390-000	Owner Interest Income	0.00	0	0	0	0	0
06410-000	Special Assessment Income	2100.00	1050.00	1050.00	0	0	0
06420-000	Recreation Pass Income	0.00	0	0	0	0	0
06430-000	Assmts. Paid in Advance	0.00	0	0	0	0	0
06440-000	Accelerated Assessments	0.00	0	0	0	0	0
06460-000	Work Order Income	0.00	0	0	0	0	0
06480-000	Pool Guest Passes	0.00	0	0	0	0	0
06490-000	Receivables Adjustments	0.00	0	0	0	0	0
06510-000	Transfer Fees	0.00	0	0	0	0	0
06810-000	Laundry Income	0.00	0	0	0	0	0

## NAVIGATION

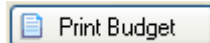
Use these buttons to work with budgets:

06310-000 Assessment Income

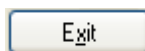
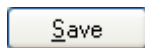


Hide zero accounts

Highlight negative values



Post to: Current Year (2007) ▼



Click on the **GL Account #** to select an account for budget entry.

Click on this icon to enter a **Budget Note** for the selected GL Account #.

When the Note icon displays as a colored pencil, it means a **note exists** for the budget line item.

Checkmark this box to suppress displaying GL accounts that have NO budgets entered.

This will make negative values (- minus sign) appear red. For Income, it would be Debits because income is normally a Credit. For expenses, it would be Credits because expenses are normally Debits.

Click this button to switch to the **Budget Notes** window for all the GL Accounts.

Click **Print Budget** button to print budget spreadsheet reports.

**Post To** gives you the ability to save the budget to any of the 3 years available, Previous Year, Current Year or Next Year. Use the down browse arrow to select the year.

**Save** the budget changes to the *Post To* year above.

**Exit** will exit the program discarding any changes that were not saved with the Save button.

# Section 2

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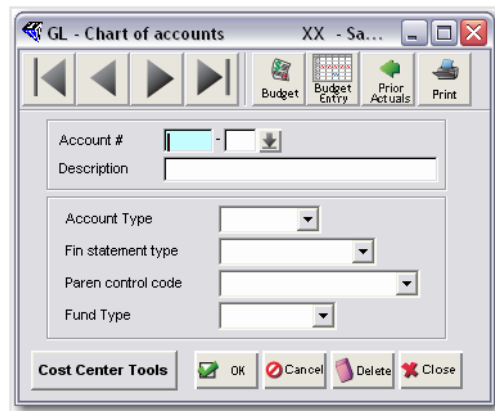
## BUDGET ENTRY

In TOPS v3.2.1™, budget data is entered from the **General Ledger** module, **Chart of Accounts** maintenance function.

### ***DEFINE BUDGET OPTIONS***

To begin, select the community you wish to work in, then from the TOPS main menu:

1. **Click GL.**
2. **Click Chart of Acct.** on the sub-menu.
3. The **GL Chart of Accounts** window appears.

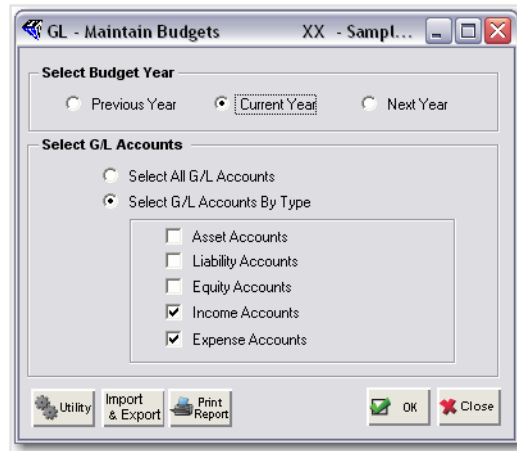


*You can proceed to work with your budgets without selecting a GL Account #.*

4. **Click Budget Entry.**

Notice the previous budget entry button is still there should you wish to use the budget entry program you are already familiar with, although the new budget entry is quite a bit easier to use.

5. Select the Budget Options you wish to work with, Utility, Import & Export or Print Reports.
- or



6. **Select a Budget Year** from Previous Year, Current Year, or Next Year budgets. Typically, once a budget is approved for a year, it is not changed. Although you may change any of the budgets available on this window.

*The Next Year budget is where you would enter an approved budget for the following year while you are still in the Current Year. The GL Year End Closing gives you the option of moving Next Years Budget to Current Year during the closing process.*

7. **Select ALL G/L Accounts** – will give you a spreadsheet entry window for every active account in this community's Chart of Accounts.  
Or
8. **Select G/L Accounts By Type** – the default accounts are Income Accounts and Expense Accounts. These are the typical account types for entering budgets. The account types options are:

**Asset Accounts** – Cash, accounts receivable, fixed assets and the like. Normally, you would NOT enter budgets for these account types.

**Liability Accounts** – amounts owed to others, notes payable, deferred revenue and the like. Normally, you would NOT enter budgets for these account types.

**Equity Accounts** – Reserves fund balances, accumulated profit and losses, contributed capital and the like. Normally, you would NOT enter budgets for these account types.

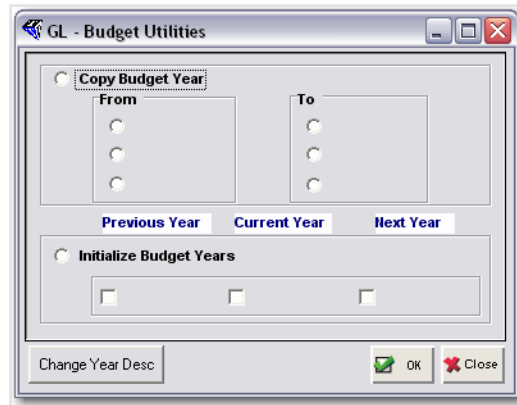
**Income Accounts** – Assessment income, late fees, special assessments and the like. Normally you WOULD budget for these account types.

**Expense Accounts** – Insurance, utilities, lawn maintenance and the like. Normally, you WOULD budget for these account types.

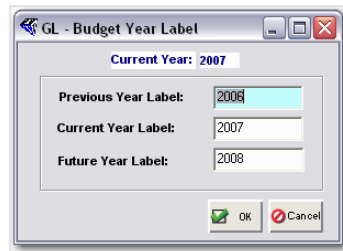
9. **Click Utility** to display the 3 years that are available for budgeting.

10. The **Budget Utilities** window appears.

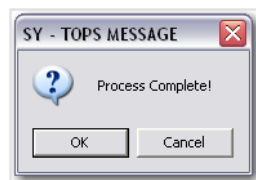
*If you have never used the TOPS Budgets function before, your Budget Utilities information will be blank, as in the example below.*



11. **Click Change Year Disc.**  
12. The **Budget Year Label** window appears.



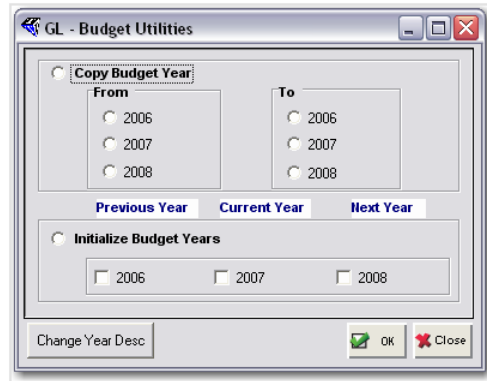
13. **Enter** the label for the Previous, Current and Future years with the correct year number so that it is clear when you are working with budgets. Or make changes as desired.  
14. **Click OK.**  
15. You return to the **Budget Utilities** window.  
16. Make your selections either to copy data or initialize the budget Years.  
17. **Click OK.**  
18. The following dialog box appears.



19. **Click OK.**



20. You return to the **Budget Utilities** window.



21. **Click Close.**  
22. You return to the **Maintain Budgets** window.



23. **Click OK.**  
24. The **Budget Entry** spreadsheet appears.

**GL Budget Entry & Projection for XX - Sample Condominium**

**Current Year (2007)**      Budget Note      *Click the note icon on the spreadsheet to quickly edit & enter Budget Notes.*       Hide zero accounts  
 129 of 129 rows shown.      No Note       Highlight negative values

Acct. #	Acct. Name	Total Yr	January	February	March	April	May
<b>Income</b>							
06000-000	INCOME	0.00	0	0	0	0	0
06310-000	Assessment Income	0.00	0	0	0	0	0
06320-000	Developer Assmt. Income	0.00	0	0	0	0	0
06330-000	Special Assmt. Income	0.00	0	0	0	0	0
06340-000	Late Fee Income	0.00	0	0	0	0	0
06350-000	Legal Fees Reimbursement	0.00	0	0	0	0	0
06360-000	Misc. Owner Income	0.00	0	0	0	0	0
06370-000	Owner Collection Costs	0.00	0	0	0	0	0
06380-000	Owner Admin. Fees Income	0.00	0	0	0	0	0
06390-000	Owner Interest Income	0.00	0	0	0	0	0
06410-000	Special Assessment Income	0.00	0	0	0	0	0
06420-000	Recreation Pass Income	0.00	0	0	0	0	0
06430-000	Assmts. Paid in Advance	0.00	0	0	0	0	0
06440-000	Accelerated Assessments	0.00	0	0	0	0	0
06450-000	Work Order Income	0.00	0	0	0	0	0
06480-000	Pool Guest Passes	0.00	0	0	0	0	0
06490-000	Receivables Adjustments	0.00	0	0	0	0	0
06510-000	Transfer Fees	0.00	0	0	0	0	0
06810-000	Laundry Income	0.00	0	0	0	0	0

Budget Notes    Print Budget    Post to: Current Year (2007)    Save & Exit    Exit

# Section 3

## USING THE BUDGET ENTRY TOOL

From The Budget Entry spreadsheet window allows, you to select a GL Account # where you wish to enter or change a budget. Just click on the GL Account #. You are now ready to enter either of the following:

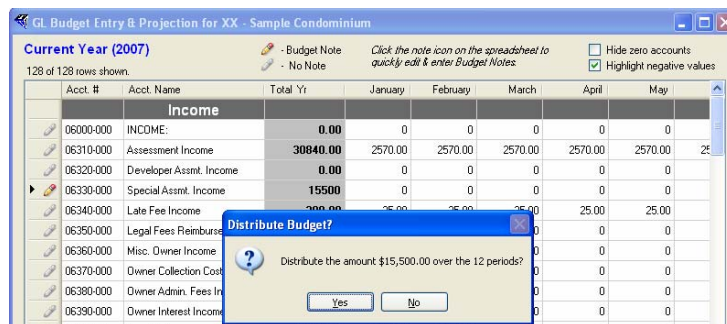
**Yearly Budgets** – Enter the total year budget amount, let the budget program spread it evenly across each budget period.

**Period Budget** – Enter the amounts in the periods where the budget belongs. Use this method where the amounts are not the same amount each period.

**Important!** When Entering Income Budgets, unlike the original budget entry program, Income does *NOT* need to be entered with a minus (-) sign to make it a CREDIT. If you are entering a Budget to a GL Account that is setup as an INCOME account, the new Budget Entry program translates a positive amount to be a CREDIT. So the only time you need to enter an Income budget item with a minus (-) sign is when it is a ( DEBIT a negative) income amount.

### ENTERING YEARLY BUDGETS

This is where you enter the total year amount and let the program spread it for you evenly across each budget period. This will work whether your fiscal year is 12 periods, 6 periods, or 4 periods.



1. **Enter** the **Total Year** amount in the **Total Yr.** field.
2. The **Distribute Budget** dialog appears.

3. **Click Yes** if you wish the program to spread the amount evenly across the periods.  
or
4. **Click No** to enter the amount in each period manually.

*Any needed rounding will be done in the last budget period for the year to make the period amounts add up to the Total Yr amount.*

Use the **Yearly Budget distribution** function whenever it makes sense to save time doing the budget entry process.

**Remember** – enter Income budgets *WITHOUT* a minus (-) sign. The budget program will automatically translate this as normal income which is a CREDIT.

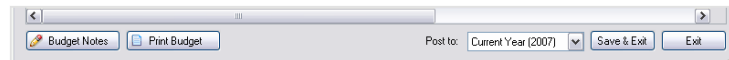
## ENTERING PERIOD BUDGETS

Use this method where the amounts are not the same amount each period. You can enter the budget amount for only 1 period, for several periods or however you wish to distribute the budget based on how the income or expenses will actually occur during the budget year.

1. **Enter** the amount(s) in the periods where they belong.
2. Press the Tab key (on your keyboard) to record the entry and move to the next field or use the arrow keys to navigate to the next field.

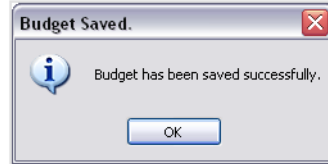
Acct. #	Acct. Name	Total Yr	January	February	March	April	May
06490-000	Receivables Adjustments	0.00	0	0	0	0	0
06510-000	Transfer Fees	0.00	0	0	0	0	0
06810-000	Laundry Income	0.00	0	0	0	0	0
06910-000	Interest Income	600.00	50.00	50.00	50.00	50.00	50.00
06920-000	Misc. Income	0.00	0	0	0	0	0
<b>Expense</b>							
07010-000	Management Fees	6000.00	500.00	500.00	500.00	500.00	500.00
07020-000	Accounting Fees	0.00	0	0	0	0	0
07140-000	Audit Fees	0.00	0	0	850	0	0

3. Once you press the Tab key to record a budget amount in a period, the Total Yr amount is updated as well as the period amount.
4. Continue to enter budget amounts using the Yearly Budgets or Period Budget methods until you are finished.
5. Before saving the budgets, make sure you have selected the correct **Budget Year** to save to at the bottom of the window.



6. The budget can be saved to **Previous Year**, **Current Year** or **Next Year**.  
**Warning!** - be careful not to overwrite a Budget Year you do not wish to change.
7. **Click Save.**

- The following dialog box appears.



- Click OK.**

## BUDGET NOTES

Notes let you enter an explanation for line items in the budget. Notes are attached to particular budget line items. Notes can be printed on the budget spreadsheet report with the budget line item. The budget reports with Notes can assist community officers understand each budget line items.

There are two ways to enter Notes:

- **Quick Notes** – pop-up a Note box to enter a Budget Note for one of the budget line items.
- **Budget Notes** – switch screens from the budget spreadsheet to a full Budget Notes window.

Notes can be entered, changed or deleted using any of these two methods.

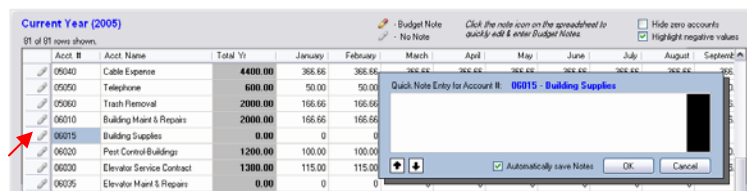
**Budget Notes** are unlimited in size. You can enter as much of an explanation for a particular budget line item as you wish.

Only one Budget Note is allowed for each GL Account. There are no separate Budget Notes for each Budget Year (Previous, Current, Next). The Budget Notes cannot be copied from one year to the next because only one set of Budget Notes are stored.

### Quick Notes

**Enter a Budget Note** quickly, when on a selected budget line item in the spreadsheet.

- Click the Note** icon to the left of a budget line item where you wish to enter a Budget Note.

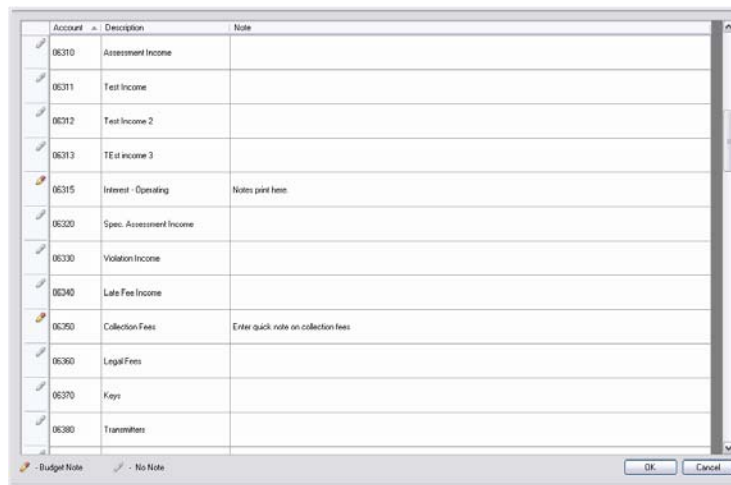


2. If a **Budget Note** exists for that line item, it will be displayed.
3. You may change it as necessary.
4. If no Note exists, add your comment.
5. **Click OK.**  
or
6. **Click Cancel** to return to the **Budget Spreadsheet**.

## Budget Notes

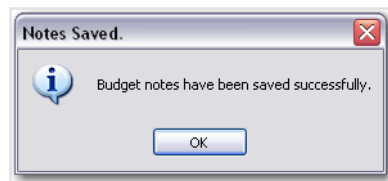
Displays a full Budget Notes window where you can enter or edit Notes for any budget line item. This can be handy when you want to review the existing Notes for your budget. Remember, there can only be one Budget Note per budget line item.

1. **Click Budget Notes** located at the bottom left of the main Budget Entry window.
2. The **Budget Notes** window for all the GL Accounts appears.



*Note: Data can be sorted in ascending or descending order by column. Click a column header to initiate the sort.*

3. **Click** on the note field for any of the **GL Account #'s** to enter, edit, or delete a Budget Note.
4. Repeat Step 3 until you have finished.
5. **Click OK.**
6. The following dialog box appears.



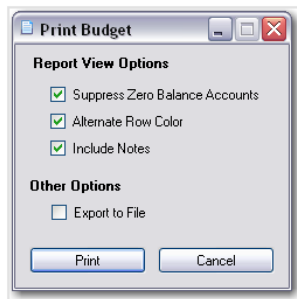
7. **Click OK.**
8. You return to the **Budget Spreadsheet.**

## **PRINTING A BUDGET FILE**

Not only can you print budget reports but you can also create electronic files of your Budget spreadsheet for export, so it can be used in another application or generate a PDF file so you can attach the budget to an email.

### **Print the Budget Spreadsheet**

1. **Click Print Budget** to print the budget spreadsheet reports.
2. The **Report View Options** dialog box appears.



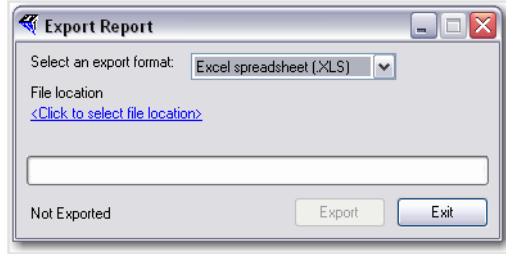
3. **Select Suppress Zero Balance Accounts** to only print GL Accounts with budget amounts.
4. **Select Alternate Row Color** to print an alternating shaded row to make it easier to read across a row in a landscaped report.
5. **Click the Include Notes** checkbox to print the **Budget Notes** on the spreadsheet report.
6. **Click the Export to File** checkbox to export the budget report to a file.
7. **Click Print** to define file output or printer options.
8. **Click Cancel** to exit the print budgets dialog box.

### **Export Budget Entry Data to File**

You may export the budget report data to be used in another application such as Excel®, or generate a report file to attach to email.

To export a budget report from the **Print Budget** dialog box:

1. **Click the Export Report** checkbox.
2. **Click Print.**
3. The **Export Report** window appears.



4. **Click** the **Select an export format** drop down arrow and select a format option for the report output file. You can chose from these file formats:

**Adobe Acrobat (PDF)** – use this format to get a report file to attach to email.

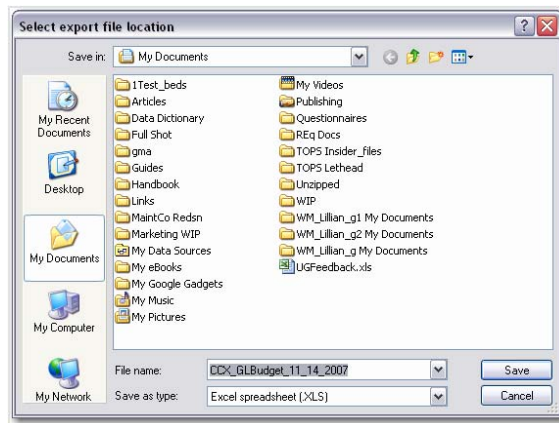
**HTML file (HTML)** – use this format to publish to a web site.

**Excel Spreadsheet (.XLS)** – use this format to export the report into Excel®.

**Richtext format (RTF)** – use this format to export the report to Word® or other word processor.

5. **Click** the **File location** hyperlink to reveal Windows® Explorer and select the location where you want the spreadsheet file saved.

Select Save Location



*Notice the default file naming convention used. The default file name is made up of these 3 components:*

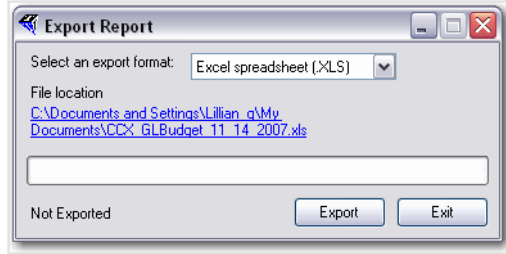
**XX\_ – Community ID**  
**GL Budget**  
**Date exported**

6. Overwrite the file name to change it to whatever you wish.
7. **Click Save.**

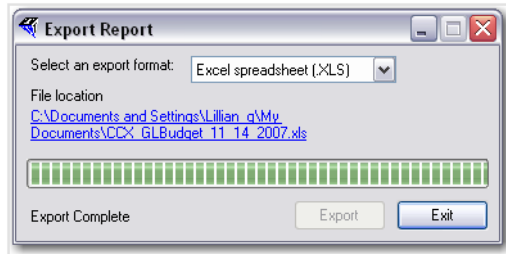
*To email your Budget Spreadsheet file, open your email application and follow the steps to attach the file to an email then send the email to the desired recipient.*

8. You return to **Export Report** window.
9. **Click Export.**





10. **Export Complete** appears in the bottom left corner of the window.



11. **Click Exit.**

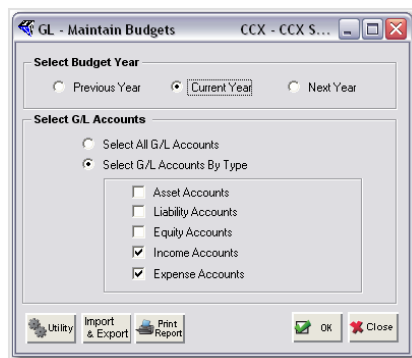
## **IMPORT/EXPORT BUDGETS**

The Import/Export feature enables you to export a budget work file so that the information can be used in another application such as Excel®. Any changes that are made in Excel® can then be imported back into TOPS v 3.2.1. However, you must **FIRST EXPORT** the budget report from TOPS so that the GL Account #'s are all properly formatted for importing. If you do not Export the budget report first, you will not be able to import the budget in a format that TOPS can understand.

### **Export Using Import/Export Feature**

First things first, create the export file. From the **Maintain Budgets** window:

1. **Click Import & Export.**



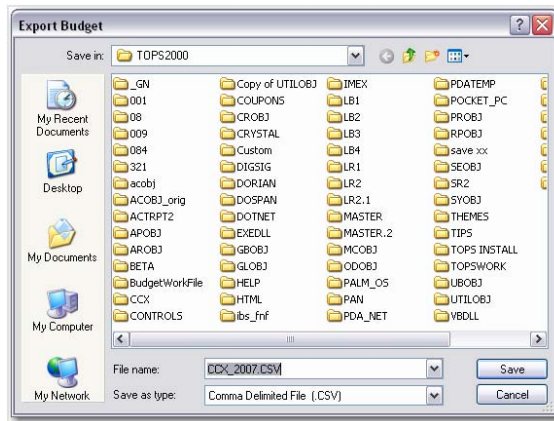
2. The **GL Budget Import / Export** window appears.



3. **Click Export Budget.**
4. The Export window appears.



5. **Select** the budget year to export.  
*You can export the Previous, Current or Next Year budget. Only these 3 years are available for budgeting purposes.*
6. **Click** the hyperlink named “**click to browse**” to open Windows® Explorer.



7. **Save in:** Select the folder location you wish to Export the budget file to.
8. **File name:** By default, the Budget file name is the Community ID combined with the Budget Year. You can change the name to whatever you wish.
9. **Type:** You can select the Save as file type too, but it automatically defaults to the CSV file type.
10. **Click** the **Save** button when you have selected the correct folder path, File Name and File Type.
11. The following dialog box appears.



*Note the Budget Year and the file path for the export.*

12. **Click Export Now.**
13. The **Export Results** dialog box appears.



14. **Click OK.**

You may then open the file with another application, such as Excel®.

## Import Budgets

Budgets created in other applications, like Excel cannot be imported into TOPS v3.2.1 unless a Budgets file was first exported from TOPS Budgets to the other application. This is because the GL Account #'s have to be formatted correctly so TOPS will recognize the amounts and data attached to the GL Account #.

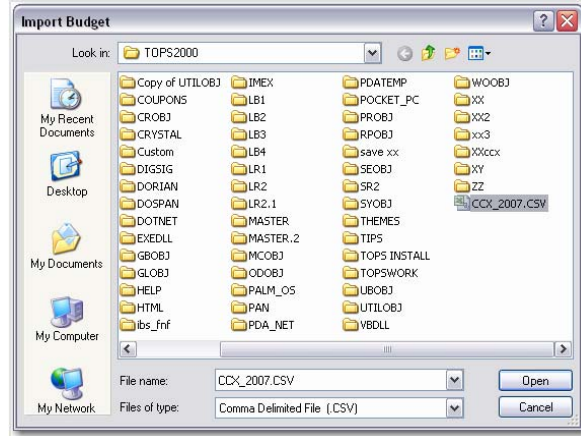
To import a Budget file from another application, from the Maintain Budgets window:

1. **Click Import & Export.**
2. **Click Import Budget.**
3. The **Import** window appears.



4. **Select** the budget year to import.  
*You can import the Previous, Current, or Next Year budget.*

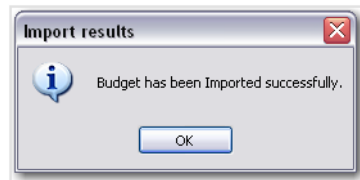
5. **Click** the hyperlink named “**click to browse**” to open Windows® Explorer.



6. From the **Look in:** field, select the location where you wish to Import the budget file.
7. Locate and click on the file you wish to Import (.csv file type only).
8. **Click Open.**
9. You return to the Import window.  
*Note: the file location and name to be imported appears as a link.*
10. Confirm that the file name and the budget year to be imported are correct.



11. **Click Import Now.**
12. The **Import Results** dialog box appears.



13. **Click OK.**
14. You return to the **Maintain Budget** window.

Any changes or adjustments made to the file have been imported into the TOPS Budget Entry spreadsheet and can be printed in the GL Budget Reports using the Financial Statement layout.

# Section 4

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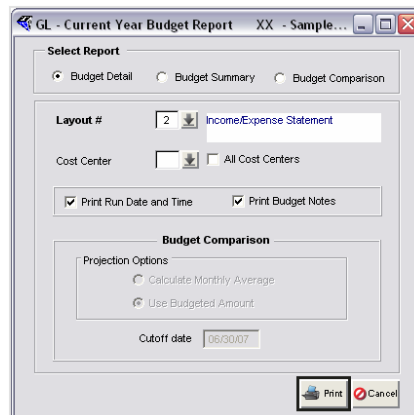
## PRINT GL CURRENT YEAR BUDGET REPORT

You can choose from 3 reports, *Budget Detail*, *Budget Summary* or *Budget Comparison*. All of these budget reports will be printed using the financial statement layout format with the headings and account groupings from the selected layout.

To **Print** a report from the **GL - Maintain Budgets** window:



1. **Click Print Report.**
2. The **GL – Current Year Budget Report** window appears.



3. **Select** the Report you wish to print.

**Note:** Only those fields that are applicable to the Report type selected will appear active. For example: the Budget Comparison Projection Options group box is grayed-out until you select Budget Comparison as your report type.

4. **Click Print.**
5. The Print Preview window appears.
6. View the Report on screen, or select a printer for the report output.

## REPORT EXAMPLES

### Budget Summary Report

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Tangle Woods  
Budget Summary Report

Description	Amount
<b>OPERATING INCOME</b>	
Assessment Income	58,968.00
Interest - Operating	20.00
Late Fee Income	500.00
Misc. Income	300.00
Interest - Reserve	135.00
<b>TOTAL INCOME</b>	<b>60,023.00</b>
<b>EXPENSES</b>	
General & Administrative	
Management Fees	16,380.00
Postage/Mail	750.00
Copies/Printing	750.00
Insurance: Liability	1,300.00
Legal Expenses	500.00
Permits	100.00
Filing Fees	75.00
Onusman Fees	815.00
Misc. Expenses	1,750.00
General & Administrative	22,424.00
Community Room/Building	
Community Room/Building	.00
Maintenance	
General/Misc. Repairs	500.00
Maintenance	500.00
Contract Services	
Landscaping: Contract	11,100.00
Landscaping: Other	4,300.00
Contract Services	15,400.00
Utilities	
Power	950.00
Water	8,000.00
Phone	400.00

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Tangle Woods  
Budget Summary Report

Description	Amount
Utilities	9,350.00
Reserve Expenses	
Reserve	.00
Year End Suspense	
Year End Suspense	.00
<b>TOTAL EXPENSES</b>	<b>47,674.00</b>
<b>CURRENT YEAR NET INCOME(LOSS)</b>	<b>12,349.00</b>
Transfer to Reserves	12,349.00

# Budget Comparison Report

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**Tangle Woods**  
Budget Comparison Report

	2006 Budget	2007 Budget	% Change	Projected Actual	% Variance From 2007
<b>OPERATING INCOME</b>					
Assessed Income	88,960.00	88,960.00	0.0%	84,263.00	(7.1%)
Interest - Operating	45.00	23.00	(-48.9%)	11.70	(73.5%)
<i>Note: Interest paid items</i>					
Land Fee Income	800.00	800.00	0.0%	253.00	(68.1%)
Misc. Income	1,500.00	300.00	(-80.0%)	175.00	(74.2%)
Interest - Reserve	25.00	125.00	400.0%	73.75	(71.4%)
<b>TOTAL INCOME</b>	<b>91,330.00</b>	<b>90,010.00</b>	<b>(1.4%)</b>	<b>85,310.45</b>	<b>(6.1%)</b>
<b>EXPENSES</b>					
<b>General &amp; Administrative</b>					
Management Fees	18,000.00	18,300.00	1.1%	6,550.00	(64.5%)
Postage/Fuel	300.00	750.00	150.0%	420.00	(42.0%)
Copies/Printing	200.00	750.00	275.0%	420.00	(42.0%)
Insurance - Liability	1,800.00	1,350.00	(25.0%)	750.00	(58.3%)
Legal Expenses	1,200.00	500.00	(-58.3%)	280.00	(76.7%)
Fuels	100.00	100.00	0.0%	50.00	(50.0%)
Flu/ty Fees	75.00	75.00	0.0%	40.00	(46.7%)
Construction Fees	800.00	800.00	0.0%	470.00	(41.3%)
Misc. Expenses	1,700.00	1,700.00	0.0%	1,000.00	(41.2%)
<b>General &amp; Administrative</b>	<b>25,275.00</b>	<b>22,475.00</b>	<b>(11.1%)</b>	<b>13,870.00</b>	<b>(44.1%)</b>
<b>Community Development</b>					
Community Planning	0.00	0.00	0.0%	0.00	0.0%
<b>Maintenance</b>					
Construction - Payroll	500.00	500.00	0.0%	490.00	(2.0%)
Maintenance	500.00	500.00	0.0%	490.00	(2.0%)
<b>Contract Services</b>					
Landscaping - Contract	11,000.00	11,000.00	0.0%	6,400.00	(41.8%)
Landscaping - Other	4,000.00	4,000.00	0.0%	2,500.00	(37.5%)
<b>Contract Services</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.0%</b>	<b>8,900.00</b>	<b>(40.0%)</b>
<b>Utilities</b>					
Power	1,800.00	850.00	(-52.8%)	550.00	(69.4%)

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**Tangle Woods**  
Budget Comparison Report

	2006 Budget	2007 Budget	% Change	Projected Actual	% Variance From 2007
Water	8,000.00	8,000.00	0.0%	4,800.00	(40.0%)
Phone	400.00	400.00	0.0%	200.00	(50.0%)
<b>Utilities</b>	<b>8,400.00</b>	<b>8,400.00</b>	<b>0.0%</b>	<b>5,000.00</b>	<b>(40.5%)</b>
<b>Reserve Expenses</b>					
Reserve	0.00	0.00	0.0%	0.00	0.0%
<b>Year End Supplies</b>					
Year End Supplies	0.00	0.00	0.0%	0.00	0.0%
<b>TOTAL EXPENSES</b>	<b>50,775.00</b>	<b>47,675.00</b>	<b>(6.1%)</b>	<b>27,820.00</b>	<b>(41.7%)</b>
<b>CURRENT YEAR NET INCOME(LOSS)</b>	<b>35,715.00</b>	<b>42,335.00</b>	<b>17.7%</b>	<b>57,490.45</b>	<b>136.1%</b>
<b>Transfer to Reserve</b>					
Transfer to Reserve	12,500.00	12,500.00	0.0%	6,220.00	(50.2%)

# Budget Comparison Calc Report

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**Tangle Woods**  
Budget Comparison Report

	2006 Budget	2007 Budget	% Change	Projected Actual	% Variance From 2007
<b>OPERATING INCOME:</b>					
Government Income	98,900.00	98,900.00	(1.7)%	0.00	100.0%
Interest - Operating	45.00	23.00	(50.0)%	0.00	100.0%
	<b>Net: 98,945.00</b>				
Land Fee Income	800.00	800.00	(3.7)%	0.00	100.0%
Misc. Income	1,500.00	300.00	(80.0)%	0.00	100.0%
Interest - Reserve	25.00	130.00	74.0%	0.00	100.0%
<b>TOTAL INCOME:</b>	<b>71,465.00</b>	<b>80,353.00</b>	<b>(10.7)%</b>	<b>0.00</b>	<b>100.0%</b>
<b>EXPENSES</b>					
<b>General &amp; Administrative</b>					
Management Fees	18,000.00	18,300.00	(3.1)%	0.00	100.0%
Postage/Fuel	300.00	750.00	(57.3)%	0.00	100.0%
Copies/Printing	200.00	750.00	0%	0.00	100.0%
Insurance - Liability	1,800.00	1,350.00	(25.0)%	0.00	100.0%
Legal Expenses	1,200.00	500.00	(14.0)%	0.00	100.0%
Permits	100.00	100.00	0%	0.00	100.0%
File/Fee	75.00	75.00	0%	0.00	100.0%
Construction Fees	949.00	819.00	0%	0.00	100.0%
Misc. Expenses	2,750.00	1,750.00	(27.1)%	0.00	100.0%
<b>General &amp; Administrative</b>	<b>25,224.00</b>	<b>22,424.00</b>	<b>(11.5)%</b>	<b>0.00</b>	<b>100.0%</b>
<b>Community Responsibility</b>					
Community Responsibility	0.00	0.00	0%	0.00	0%
<b>Maintenance</b>					
Garage/Misc. Repair	500.00	500.00	0%	303.00	(39.6)%
Maintenance	500.00	500.00	0%	303.00	(39.6)%
<b>Contract Services</b>					
Landscaping - Contract	11,000.00	11,000.00	0%	0.00	100.0%
Landscaping - Other	4,400.00	4,200.00	(3.7)%	0.00	100.0%
<b>Contract Services</b>	<b>15,400.00</b>	<b>15,400.00</b>	<b>(1.0)%</b>	<b>0.00</b>	<b>100.0%</b>
<b>Utilities</b>					
Power	1,900.00	950.00	(50.0)%	0.00	100.0%

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**Tangle Woods**  
Budget Comparison Report

	2006 Budget	2007 Budget	% Change	Projected Actual	% Variance From 2007
Water	0.00	0.00	0%	0.00	100.0%
Phone	400.00	400.00	0%	0.00	100.0%
Utilities	4,400.00	6,200.00	(1.1)%	0.00	100.0%
<b>Reserve Expenses</b>					
Reserve	0.00	0.00	0%	0.00	0%
<b>Year End Supplies</b>					
Year End Supplies	0.00	0.00	0%	0.00	0%
<b>TOTAL EXPENSES</b>	<b>30,724.00</b>	<b>41,874.00</b>	<b>(3.4)%</b>	<b>303.00</b>	<b>(73.1)%</b>
<b>CURRENT YEAR NET INCOME(LOSS)</b>	<b>38,719.00</b>	<b>37,949.00</b>	<b>(2.2)%</b>	<b>(306.00)</b>	<b>(416.3)%</b>
<b>Transfer to Reserves</b>	<b>12,349.00</b>	<b>12,349.00</b>	<b>0%</b>	<b>2,403.00</b>	<b>(80.6)%</b>



# Budget Detail Report

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**Tangie Woods  
Budget Detail Report**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	PREV. YEAR
<b>OPERATING REVENUE</b>														
0610 Funded Income	4714.00	4714.00	4714.00	4714.00	4714.00	4714.00	4714.00	4714.00	4714.00	4714.00	4714.00	4714.00	56498.00	53950.00
0610 Mixed - Operating	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.74	20.00	15.00
	<b>NEW 100.0</b>													
0610 Landfill Revenue	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	600.00	.00
0610 Misc. Income	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	280.00	290.00
0660 Mixed - Reserve	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	138.00	.00
<b>TOTAL REVENUE</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>5001.25</b>	<b>60023.00</b>	<b>53775.00</b>
<b>EXPENSES</b>														
<b>General &amp; Administrative</b>														
0710 Management Fee	1260.00	1260.00	1260.00	1260.00	1260.00	1260.00	1260.00	1260.00	1260.00	1260.00	1260.00	1260.00	15120.00	14280.00
0710 Payroll	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	744.00	730.00
0710 Contracting	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	744.00	730.00
0710 Insurance Liability	106.25	106.25	106.25	106.25	106.25	106.25	106.25	106.25	106.25	106.25	106.25	106.25	1275.00	1180.00
0710 Legal Expenses	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	492.00	450.00
0710 Permits	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	99.00	100.00
0710 Printing	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	51.00	45.00
0710 Out-of-pocket	66.25	66.25	66.25	66.25	66.25	66.25	66.25	66.25	66.25	66.25	66.25	66.25	795.00	710.00
0710 Misc. Expenses	148.00	148.00	148.00	148.00	148.00	148.00	148.00	148.00	148.00	148.00	148.00	148.00	1776.00	1700.00
<b>General &amp; Administrative</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>1965.00</b>	<b>23424.00</b>	<b>22350.00</b>
<b>Community Room Building</b>														
Community Room Building	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

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**Tangie Woods  
Budget Detail Report**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	PREV. YEAR
<b>Maintenance</b>														
0810 General/Misc. Repairs	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	41.00	492.00	420.00
<b>Maintenance</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>492.00</b>	<b>420.00</b>
<b>Contract Services</b>														
0900 Landscaping - Contract	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	7440.00	6900.00
0900 Landscaping - Other	264.25	264.25	264.25	264.25	264.25	264.25	264.25	264.25	264.25	264.25	264.25	264.25	3171.00	2900.00
<b>Contract Services</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>884.25</b>	<b>10611.00</b>	<b>9800.00</b>
<b>Utilities</b>														
0900 Power	79.15	79.15	79.15	79.15	79.15	79.15	79.15	79.15	79.15	79.15	79.15	79.15	950.00	890.00
0900 Water	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	7440.00	6900.00
0900 Phone	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	384.00	350.00
<b>Utilities</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>731.15</b>	<b>8774.00</b>	<b>8140.00</b>
<b>Reserve Expenses</b>														
Reserve	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
<b>Year End Budgets</b>														
Year End Budgets	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
<b>TOTAL EXPENSES</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>2075.79</b>	<b>24724.00</b>	<b>23070.00</b>

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**Tangie Woods  
Budget Detail Report**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	PREV. YEAR
<b>CURRENT YEAR BUDGET DIFFERENCE</b>														
0900 Transfer to Reserve	1028.00	1028.00	1028.00	1028.00	1028.00	1028.00	1028.00	1028.00	1028.00	1028.00	1028.00	1028.00	12336.00	6147.00