

**ROSSMOOR
PROPERTY MANAGEMENT
2026 - DRAFT BUDGET**



2026 ROSSMOOR PROPERTY MANAGEMENT BUDGET

TABLE OF CONTENTS

SECTION 1 SUMMARIES

SECTION 2 DEPARTMENTAL BUDGET DETAIL

<u>NUMBER</u>	<u>NAME</u>
610	MANAGEMENT FEE
620	LANDSCAPE
630	BUILDING MAINTENANCE
640	MEMBER RECORDS
650	ALTERATIONS/RESALES

Rossmoor Property Management (RPM)

2026 Budget

	FY2025 Budget	FY2026					Total	\$ Change	% Change
		Mgmt Fee	Building Maintenance	Landscape	Member Records	Alteration/ Resales			
Revenue									
41001 - Management Fee	7,380,714	6,075,352	0	1,742,997	0	0	7,818,349	437,635	5.9%
42000 - Other Billable Services	80,000	0	65,000	0	0	0	65,000	-15,000	-18.8%
42005 - Alteration Fees	325,000	0	0	0	0	325,000	325,000	0	0.0%
42010 - Resale Inspection Fees	210,000	0	0	0	0	210,000	210,000	0	0.0%
42015 - Document Fees	160,000	0	0	0	160,000	0	160,000	0	0.0%
42020 - Billable Services-Operating	1,600,000	0	1,700,000	0	0	0	1,700,000	100,000	6.3%
42025 - Billable Services-Reserve	1,800,000	0	1,950,000	0	0	0	1,950,000	150,000	8.3%
42030 - Set-Up Fee Revenue	160,000	0	0	0	0	0	0	-160,000	-100.0%
42035 - Processing Fees	360,000	0	0	0	360,000	0	360,000	0	0.0%
42040 - Resale Fees	60,000	0	0	0	60,000	0	60,000	0	0.0%
43005 - Billable Services - Landscape	430,000	0	0	500,000	0	0	500,000	70,000	16.3%
Total Revenue	12,565,714	6,075,352	3,715,000	2,242,997	580,000	535,000	13,148,349	582,635	4.6%
Cost of Goods Sold									
62250 - Cost Of Material Used/Sold	840,000	0	505,000	400,000	0	0	905,000	65,000	7.7%
Total Cost of Goods Sold	840,000	0	505,000	400,000	0	0	905,000	65,000	7.7%
Gross Profit	11,725,714	6,075,352	3,210,000	1,842,997	580,000	535,000	12,243,349	517,635	4.4%
Expense									
Salaries & Wages									
70001 - Salaries & Wages Expense	7,392,501	4,275,107	1,949,008	882,307	132,597	352,680	7,591,699	199,198	2.7%
70015 - Temporary Help	13,000	0	0	0	0	0	0	-13,000	-100.0%
70050 - Overtime Wages	0	10,000	35,000	11,000	0	2,500	58,500	58,500	0.0%
Total Salaries & Wages	7,405,501	4,285,107	1,984,008	893,307	132,597	355,180	7,650,199	244,698	3.3%
Employment Taxes									
70101 - Social Security Tax	486,835	319,261	149,099	67,494	16,523	26,981	579,358	92,523	19.0%
70105 - Federal Unemployment Insurance	8,715	4,935	2,940	1,575	315	420	10,185	1,470	16.9%
70110 - State Unemployment Insurance	15,106	8,554	5,096	2,730	546	728	17,654	2,548	16.9%
Total Employment Taxes	510,656	332,750	157,135	71,799	17,384	28,129	607,197	96,541	18.9%
Employee Benefits									
70116 - Workers' Comp	145,110	57,155	56,830	31,056	583	9,674	155,298	10,188	7.0%
70120 - Medical Expense	841,823	648,314	136,519	0	37,064	63,532	885,429	43,606	5.2%
70125 - Dental Insurance Expense	46,607	36,924	8,408	0	2,249	3,361	50,942	4,335	9.3%
70130 - Vision Insurance Expense	6,785	4,465	971	0	289	334	6,059	-726	-10.7%
70140 - 401(K)	203,617	212,257	20,740	0	10,798	17,634	261,429	57,812	28.4%
70145 - Life Insurance - Non Union	41,662	32,641	3,804	0	1,816	2,965	41,226	-436	-1.0%
70150 - Long Term Disability Insurance	20,652	13,539	1,698	0	887	1,452	17,576	-3,076	-14.9%
70155 - Misc Payroll Expense	2,500	0	0	0	0	0	0	-2,500	-100.0%
70160 - Union Health & Welfare	571,608	0	351,792	251,280	0	0	603,072	31,464	5.5%
70165 - Union Pension	749,556	0	478,737	341,955	0	0	820,692	71,136	9.5%
70170 - Union Annuity	112,320	0	54,600	39,000	0	0	93,600	-18,720	-16.7%
Total Employee Benefits	2,742,240	1,005,295	1,114,099	663,291	53,686	98,952	2,935,323	193,083	7.0%
Employee Expenses									
70219 - Staff Training	9,000	5,000	0	1,000	0	0	6,000	-3,000	-33.3%
70222 - Seminars/Certifications	3,100	1,000	500	1,000	0	600	3,100	0	0.0%
70223 - Dues And Memberships	0	500	150	0	0	0	650	650	0.0%
70240 - Employee Uniforms & Laundry	38,000	1,000	19,500	18,000	300	500	39,300	1,300	3.4%
70245 - Travel & Meal Allowance	1,300	5,500	1,000	500	0	0	7,000	5,700	438.5%
Total Employee Expenses	51,400	13,000	21,150	20,500	300	1,100	56,050	4,650	9.0%
Facilities Maintenance									
72007 - Pest Control	10,000	0	0	6,000	0	0	6,000	-4,000	-40.0%
72067 - Supplies	0	0	5,000	2,500	0	0	7,500	7,500	0.0%
Total Facilities Maintenance	10,000	0	5,000	8,500	0	0	13,500	3,500	35.0%
Safety & Security Expense									
72215 - Safety/Security Supplies	0	0	0	1,500	0	0	1,500	1,500	0.0%
72220 - Personal Safety Equipment	0	0	0	2,500	0	0	2,500	2,500	0.0%
Total Safety & Security Expense	0	0	0	4,000	0	0	4,000	4,000	0.0%
Landscape Maintenance									
73030 - Irrigation/Control Boxes/Misc	15,000	0	0	17,500	0	0	17,500	2,500	16.7%
Total Landscape Maintenance	15,000	0	0	17,500	0	0	17,500	2,500	16.7%
Professional Services									
74010 - After Hours Contract	93,080	0	94,000	0	0	0	94,000	920	1.0%
74020 - Legal Services	10,000	10,000	0	0	0	0	10,000	0	0.0%
74025 - Audit & Tax Preparation	20,152	20,000	0	0	0	0	20,000	-152	-0.8%
74029 - Other Professional Services	120,000	130,000	0	0	0	0	130,000	10,000	8.3%
Total Professional Services	243,232	160,000	94,000	0	0	0	254,000	10,768	4.4%
Administrative Expense									
74035 - Postage And Delivery	21,500	25,000	0	0	0	0	25,000	3,500	16.3%
74040 - Copy/Printing Services	9,700	19,000	750	5,000	8,500	2,500	35,750	26,050	268.6%
74045 - Administrative Supplies	201,200	75,000	30,000	11,000	8,000	5,000	129,000	-72,200	-35.9%
74050 - Office Equipment	38,000	15,000	0	0	0	0	15,000	-23,000	-60.5%
74055 - Equipment Usage Fee	82,500	17,500	19,000	42,000	0	4,000	82,500	0	0.0%
74060 - Supplies Small Tools/Equipment	26,500	0	25,000	6,000	0	500	31,500	5,000	18.9%
Total Administrative Expense	379,400	151,500	74,750	64,000	16,500	12,000	318,750	-60,650	-16.0%
Vehicle Expense									
74066 - Vehicle Licenses	24,050	3,000	14,000	6,500	0	550	24,050	0	0.0%
74070 - Vehicle Maintenance	71,000	7,500	30,000	40,000	0	1,000	78,500	7,500	10.6%
74080 - Vehicle Fuel	86,675	10,000	35,000	32,000	0	2,500	79,500	-7,175	-8.3%
74085 - Vehicle Insurance	85,000	19,200	60,000	20,400	0	3,500	103,100	18,100	21.3%
Total Vehicle Expense	266,725	39,700	139,000	98,900	0	7,550	285,150	18,425	6.9%
Financial Expenses									
74095 - Bank Charges-All Types	14,600	2,000	0	0	2,000	10,000	14,000	-600	-4.1%
Total Financial Expenses	14,600	2,000	0	0	2,000	10,000	14,000	-600	-4.1%
Utilities Expense									
76005 - Gas And Electricity	15,000	15,000	0	0	0	0	15,000	0	0.0%
76010 - Water	9,000	9,000	0	0	0	0	9,000	0	0.0%
76015 - Telephone	62,960	62,000	240	1,200	0	240	63,680	720	1.1%
Total Utilities Expense	86,960	86,000	240	1,200	0	240	87,680	720	0.8%
Total Expense	11,725,714	6,075,352	3,589,382	1,842,997	222,467	513,151	12,243,349	517,635	4.4%
Net Income	-0	-0	-379,382	0	357,533	21,849	-0	-0	198.5%

Rossmoor Property Management (RPM)

D600 - RPM

	<u>FY2024</u>	<u>YTD July</u> <u>FY2025</u>	<u>FY2025</u>	<u>FY2025</u>	<u>FY2026</u>	<u>2026 to</u> <u>2025</u>	<u>2026 to</u> <u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Approved</u> <u>Budget</u>	<u>Draft</u> <u>Budget</u>	<u>Budget</u> <u>Variance \$</u>	<u>Budget</u> <u>Variance %</u>
Income							
Revenue							
41001 - Management Fee	6,973,189	4,300,985	7,376,283	7,380,714	7,818,349	437,635	5.9%
42000 - Other Billable Services	57,266	30,824	64,158	80,000	65,000	-15,000	-18.8%
42005 - Alteration Fees	303,958	190,396	325,000	325,000	325,000	0	0.0%
42010 - Resale Inspection Fees	184,575	140,458	227,958	210,000	210,000	0	0.0%
42015 - Document Fees	128,850	87,230	153,897	160,000	160,000	0	0.0%
42020 - Billable Services-Operating	1,598,299	913,096	1,579,763	1,600,000	1,700,000	100,000	6.3%
42025 - Billable Services-Reserve	2,001,841	1,193,515	1,943,515	1,800,000	1,950,000	150,000	8.3%
42030 - Set-Up Fee Revenue	154,515	90,050	156,717	160,000	0	-160,000	-100.0%
42035 - Processing Fees	316,100	208,204	358,204	360,000	360,000	0	0.0%
42040 - Resale Fees	55,660	30,210	55,210	60,000	60,000	0	0.0%
43005 - Billable Services - Landscape	477,450	327,574	500,000	430,000	500,000	70,000	16.3%
46000 - Miscellaneous Income	94,686	0	0	0	0	0	0.0%
Total Revenue	12,346,388	7,512,542	12,740,703	12,565,714	13,148,349	582,635	4.6%
Total Income	12,346,388	7,512,542	12,740,703	12,565,714	13,148,349	582,635	4.6%
Total Cost of Goods Sold	969,156	535,011	932,462	840,000	905,000	65,000	7.7%
Gross Profit	11,377,233	6,977,531	11,808,241	11,725,714	12,243,349	517,635	4.4%
Expense							
Salaries & Wages							
70001 - Salaries & Wages Expense	6,907,286	4,037,645	7,117,853	7,392,501	7,591,699	199,198	2.7%
70015 - Temporary Help	582,353	138,837	188,757	13,000	0	-13,000	-100.0%
70050 - Overtime Wages	0	124,197	149,061	0	58,500	58,500	0.0%
Total Salaries & Wages	7,489,638	4,300,678	7,455,671	7,405,501	7,650,199	244,698	3.3%
Employment Taxes							
70101 - Social Security Tax	515,396	310,977	513,824	486,835	579,358	92,523	19.0%
70105 - Federal Unemployment Insurance	4,126	1,988	5,620	8,715	10,185	1,470	16.9%
70110 - State Unemployment Insurance	13,803	7,518	13,812	15,106	17,654	2,548	16.9%
Total Employment Taxes	533,325	320,482	533,256	510,656	607,197	96,541	18.9%
Employee Benefits							
70116 - Workers' Comp	153,016	104,947	165,410	145,110	155,298	10,188	7.0%
70120 - Medical Expense	725,751	427,930	778,690	841,823	885,429	43,606	5.2%
70125 - Dental Insurance Expense	44,104	25,154	44,142	46,607	50,942	4,335	9.3%
70130 - Vision Insurance Expense	6,157	3,330	6,094	6,785	6,059	-726	-10.7%
70135 - Retirement-Non Union	178,583	0	0	0	0	0	0.0%
70140 - 401(K)	235,908	140,803	225,643	203,617	261,429	57,812	28.4%
70145 - Life Insurance - Non Union	39,237	22,984	40,121	41,662	41,226	-436	-1.0%
70150 - Long Term Disability Insurance	19,340	9,811	18,248	20,652	17,576	-3,076	-14.9%
70155 - Misc Payroll Expense	2,580	11	636	2,500	0	-2,500	-100.0%
70160 - Union Health & Welfare	511,134	314,585	552,755	571,608	603,072	31,464	5.5%
70165 - Union Pension	736,567	433,586	745,901	749,556	820,692	71,136	9.5%
70170 - Union Annuity	75,688	43,525	90,325	112,320	93,600	-18,720	-16.7%
Total Employee Benefits	2,728,063	1,526,665	2,667,964	2,742,240	2,935,323	193,083	7.0%
Employee Expenses							
70219 - Staff Training	0	4,474	8,224	9,000	6,000	-3,000	-33.3%
70222 - Seminars/Certifications	11,967	1,590	2,048	3,100	3,100	0	0.0%
70223 - Dues And Memberships	0	366	366	0	650	650	0.0%
70224 - Subscriptions And Books	0	40	40	0	0	0	0.0%
70240 - Employee Uniforms & Laundry	34,394	21,546	37,380	38,000	39,300	1,300	3.4%
70245 - Travel & Meal Allowance	2,497	3,715	4,257	1,300	7,000	5,700	438.5%
Total Employee Expenses	48,858	31,732	52,315	51,400	56,050	4,650	9.0%
Facilities Maintenance							
72005 - Carpentry	192	0	0	0	0	0	0.0%
72007 - Pest Control	0	2,036	6,203	10,000	6,000	-4,000	-40.0%
72061 - Termite Control	10,136	0	0	0	0	0	0.0%
72067 - Supplies	0	9,027	9,027	0	7,500	7,500	0.0%
72088 - Equipment Repair/Maintenance	0	21,380	21,380	0	0	0	0.0%
Total Facilities Maintenance	10,328	32,443	36,610	10,000	13,500	3,500	35.0%
Safety & Security Expense							
72215 - Safety/Security Supplies	0	6,251	6,251	0	1,500	1,500	0.0%
72220 - Personal Safety Equipment	0	5,689	5,689	0	2,500	2,500	0.0%
Total Safety & Security Expense	0	11,940	11,940	0	4,000	4,000	0.0%
Landscape Maintenance							
73030 - Irrigation/Control Boxes/Misc	19,051	13,172	19,422	15,000	17,500	2,500	16.7%
73040 - Landscapes Materials	0	32	32	0	0	0	0.0%
Total Landscape Maintenance	19,051	13,204	19,454	15,000	17,500	2,500	16.7%
Professional Services							
74010 - After Hours Contract	93,080	53,906	92,689	93,080	94,000	920	1.0%
74020 - Legal Services	0	0	5,000	10,000	10,000	0	0.0%
74025 - Audit & Tax Preparation	27,660	0	20,000	20,152	20,000	-152	-0.8%
74029 - Other Professional Services	176,064	9,858	15,188	120,000	130,000	10,000	8.3%
Total Professional Services	296,804	63,764	132,877	243,232	254,000	10,768	4.4%

Rossmoor Property Management (RPM)

D600 - RPM

	<u>FY2024</u>	<u>YTD July</u>		<u>FY2025</u>	<u>FY2025</u>	<u>2026 to</u>	<u>2026 to</u>
	<u>Actual</u>	<u>FY2025</u>	<u>FY2025</u>	<u>Approved</u>	<u>Draft</u>	<u>2025</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
						<u>Variance \$</u>	<u>Variance %</u>
Administrative Expense							
74035 - Postage And Delivery	25,515	18,492	27,450	21,500	25,000	3,500	16.3%
74040 - Copy/Printing Services	7,231	33,103	35,686	9,700	35,750	26,050	268.6%
74045 - Administrative Supplies	209,425	63,233	135,755	201,200	129,000	-72,200	-35.9%
74050 - Office Equipment	45,336	0	10,000	38,000	15,000	-23,000	-60.5%
74055 - Equipment Usage Fee	83,382	582	80,167	82,500	82,500	0	0.0%
74060 - Supplies Small Tools/Equipment	21,693	20,136	32,134	26,500	31,500	5,000	18.9%
Total Administrative Expense	392,583	135,546	321,193	379,400	318,750	-60,650	-16.0%
Vehicle Expense							
74066 - Vehicle Licenses	19,370	16,333	26,110	24,050	24,050	0	0.0%
74070 - Vehicle Maintenance	81,652	47,224	78,034	71,000	78,500	7,500	10.6%
74080 - Vehicle Fuel	71,674	38,464	79,258	86,675	79,500	-7,175	-8.3%
74085 - Vehicle Insurance	82,630	61,151	95,331	85,000	103,100	18,100	21.3%
Total Vehicle Expense	255,325	163,172	278,734	266,725	285,150	18,425	6.9%
Financial Expenses							
74095 - Bank Charges-All Types	14,025	7,577	13,660	14,600	14,000	-600	-4.1%
Total Financial Expenses	14,025	7,577	13,660	14,600	14,000	-600	-4.1%
Utilities Expense							
76005 - Gas And Electricity	10,316	5,790	12,040	15,000	15,000	0	0.0%
76010 - Water	11,112	0	3,750	9,000	9,000	0	0.0%
76015 - Telephone	48,605	21,885	48,718	62,960	63,680	720	1.1%
Total Utilities Expense	70,034	27,675	64,508	86,960	87,680	720	0.8%
Total Expense	11,858,035	6,634,878	11,588,181	11,725,714	12,243,349	517,635	4.4%
Net Income	-480,802	342,653	220,061	-0	-0	-0	198.5%

RPM – MANAGEMENT FEE

Responsibilities and Headcounts

Administration

- RPM Front Desk reception.
- Purchasing needs for building materials.
- Management of Rossmoor Property Management (work order desk, board office, member records, alterations and resales)

Headcount:

	2025 Budget	2025 Actual	2026 Budget
Director of Mutual Operations	1.00	1.00	1.00
Administrative Manager	1.00	1.00	1.00
Business Operations Manager	1.00	1.00	1.00
Operations Coordinator (1)	0.00	0.00	0.50
Receptionist	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00
Total	5.00	5.00	5.50

(1) 50% of salary allocated to Accounting in RPM.

Human Resources

- Employee/Labor relations
- Recruitment & hiring of personnel
- Compensation planning
- Benefit Program administration
- Performance management & measurement
- Staff training

Headcount:

	2025 Budget	2025 Actual	2026 Budget
Director of HR (1)	0.50	0.50	0.50
HR Generalist II (1)	0.50	0.50	0.50
HR Generalist I (2)	0.35	0.35	0.35
HR Coordinator (1)	0.50	0.50	0.50
Total	1.85	1.85	1.85

(1) 50% of salary allocated to HR in RWC budget.

(2) 65% of salary allocated to HR in RWC budget

Accounting/Insurance

- Monthly financial reporting for 22 Mutuals (and 19 projects in Third Walnut Creek Mutual).
- Annual Budget Support for Mutuals
- Banking and Investment management between banks and Mutuals
- Accounts Receivable for monthly Mutual assessments, third party billing and special assessments.
- Accounts Payable for Mutual operating and reserve expenses.
- Property Tax management for co-op mutuals.
- Coordination of audits with outside CPA firms.
- Payroll & benefit processing.
- Insurance coordination for master policies for which the Mutuals participate

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
CFO (1)	0.65	0.65	0.65
Controller (1)	0.65	0.65	0.65
Assistant Controller	1.00	0.00	0.00
Financial Analyst (2)	0.75	0.75	0.75
Insurance Coordinator (2)	0.75	0.75	0.75
Payroll/Benefits (3)	0.25	0.25	0.25
Senior Accountant	3.00	3.00	3.00
Accounting Specialist (4)	0.50	0.50	0.50
AP/AR Supervisor	1.00	1.00	1.00
AP/AR Specialist	3.00	3.00	3.00
Operations Coordinator	0.00	1.00	0.50
Property Tax Coordinator	2.00	1.00	1.00
Total	13.55	12.55	12.05

Information Technology

- Manages all aspects of Information Technology, including network infrastructure, telephone systems, cell phones, remote access, mobile messaging, hardware, application software and operating systems.
- Oversees inventory of all IT systems

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
IT Manager	0.50	0.50	0.50
IT Desktop Support	1.00	1.00	1.00
IT Systems Engineer	0.50	0.50	0.50
Systems Analyst	0.50	1.00	1.00
Total	2.50	3.00	3.00

**Note: All positions are split 50/50 between RWC and RPM*

Mutual Board Office

- Coordination of Mutual Board meeting agendas and required meeting notifications.
- Attending board meetings, transcribing, and publishing meeting minutes.
- Preparation of correspondence between Mutual Board of Directors and residents.

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
Mutual Board Coordinator	3.00	3.00	3.00
Total	3.00	3.00	3.00

Building Management

- Management and oversight of projects and work orders for building repairs, regular maintenance.
- Coordination with outside contractors.
- Administrative support pertaining to building maintenance workflows.
- Annual Budget Support in forecasting needed repairs and maintenance.

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
Sr. Building Maintenance Manager	2.00	2.00	2.00
Building Maintenance Manager	2.00	2.00	2.00
Contract Administrator	1.00	1.00	1.00
Building Maintenance Coordinator	1.50	1.00	1.50
Building Maintenance Inspector	1.00	1.00	1.00
Total	7.50	7.00	7.50

Landscape Management

- Management and oversight of projects and work orders for landscape maintenance.
- Coordination with outside contractors.
- Administrative support pertaining to landscape maintenance workflows.
- Annual Budget Support in forecasting needed repairs and maintenance.

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
Landscape Manager	1.00	1.00	1.00
Landscape Supervisor	2.00	2.00	2.00
Landscape Maintenance Coordinator	1.50	1.00	1.50
Total	4.50	4.00	4.50

Summary Headcount**Headcount: (represented as # of FTEs)**

	2025 Budget	2025 Actual	2026 Budget
Administration	5.00	5.00	5.50
Human Resources	1.85	1.85	1.85
Accounting/Insurance	13.55	12.55	12.05
Mutual Board Office	3.00	3.00	3.00
Information Technology	2.50	3.00	3.00
Building Management	7.50	7.00	7.50
Landscape Management	4.50	4.00	4.50
Total	37.90	36.40	37.40

Rossmoor Property Management (RPM)

D610-Management Fee

	<u>FY2024</u>	<u>YTD July</u>		<u>FY2025</u>	<u>FY2025</u>	<u>FY2025</u>	<u>2026 to</u>	<u>2026 to</u>
	<u>Actual</u>	<u>FY2025</u>		<u>Actual</u>	<u>Forecast</u>	<u>Approved</u>	<u>2025</u>	<u>2025</u>
						<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
						<u>Variance \$</u>	<u>Variance %</u>	
Income								
Revenue								
41001 - Management Fee	5,295,389	3,305,861	5,670,356	5,674,787	6,045,352	370,565	6.5%	
46000 - Miscellaneous Income	94,686	0	0	0	0	0	0.0%	
Total Revenue	5,390,075	3,305,861	5,670,356	5,674,787	6,045,352	370,565	6.5%	
Total Income	5,390,075	3,305,861	5,670,356	5,674,787	6,045,352	370,565	6.5%	
Gross Profit	5,390,075	3,305,861	5,670,356	5,674,787	6,045,352	370,565	6.5%	
Expense								
Salaries & Wages								
70001 - Salaries & Wages Expense	3,839,447	2,225,572	3,912,668	4,049,032	4,245,107	196,075	4.8%	
70015 - Temporary Help	366,720	55,696	55,696	0	0	0	0.0%	
70050 - Overtime Wages	0	82,957	95,697	0	10,000	10,000	0.0%	
Total Salaries & Wages	4,206,166	2,364,224	4,064,061	4,049,032	4,255,107	206,075	5.1%	
Employment Taxes								
70101 - Social Security Tax	281,076	170,918	267,697	232,269	319,261	86,992	37.5%	
70105 - Federal Unemployment Insurance	1,664	633	2,077	3,465	4,935	1,470	42.4%	
70110 - State Unemployment Insurance	5,698	2,369	4,872	6,006	8,554	2,548	42.4%	
Total Employment Taxes	288,438	173,920	274,645	241,740	332,750	91,010	37.6%	
Employee Benefits								
70116 - Workers' Comp	52,922	42,967	63,270	48,725	57,155	8,430	17.3%	
70120 - Medical Expense	447,647	278,555	525,661	593,054	648,314	55,260	9.3%	
70125 - Dental Insurance Expense	27,803	16,715	30,019	31,929	36,924	4,995	15.6%	
70130 - Vision Insurance Expense	4,034	2,249	4,254	4,813	4,465	-348	-7.2%	
70135 - Retirement-Non Union	149,856	0	0	0	0	0	0.0%	
70140 - 401(K)	186,773	112,027	176,834	155,538	212,257	56,719	36.5%	
70145 - Life Insurance - Non Union	30,887	18,108	32,149	33,697	32,641	-1,056	-3.1%	
70150 - Long Term Disability Insurance	14,606	7,419	14,130	16,107	13,539	-2,568	-15.9%	
Total Employee Benefits	914,528	478,040	846,316	883,863	1,005,295	121,432	13.7%	
Employee Expenses								
70219 - Staff Training	0	755	4,505	9,000	5,000	-4,000	-44.4%	
70222 - Seminars/Certifications	9,772	1,534	1,534	0	1,000	1,000	0.0%	
70223 - Dues And Memberships	0	225	225	0	500	500	0.0%	
70224 - Subscriptions And Books	0	40	40	0	0	0	0.0%	
70240 - Employee Uniforms & Laundry	114	1,732	1,732	0	1,000	1,000	0.0%	
70245 - Travel & Meal Allowance	2,216	3,600	4,142	1,300	5,500	4,200	323.1%	
Total Employee Expenses	12,102	7,885	12,177	10,300	13,000	2,700	26.2%	
Facilities Maintenance								
72067 - Supplies	0	2,293	2,293	0	0	0	0.0%	
72088 - Equipment Repair/Maintenance	0	21,380	21,380	0	0	0	0.0%	
Total Facilities Maintenance	0	23,673	23,673	0	0	0	0.0%	
Safety & Security Expense								
72215 - Safety/Security Supplies	0	1,969	1,969	0	0	0	0.0%	
Total Safety & Security Expense	0	1,969	1,969	0	0	0	0.0%	
Professional Services								
74020 - Legal Services	0	0	5,000	10,000	10,000	0	0.0%	
74025 - Audit & Tax Preparation	27,660	0	20,000	20,152	20,000	-152	-0.8%	
74029 - Other Professional Services	171,830	9,858	15,188	120,000	130,000	10,000	8.3%	
Total Professional Services	199,490	9,858	40,188	150,152	160,000	9,848	6.6%	
Administrative Expense								
74035 - Postage And Delivery	25,480	18,487	27,445	21,500	25,000	3,500	16.3%	
74040 - Copy/Printing Services	6,152	16,146	18,521	5,700	19,000	13,300	233.3%	
74045 - Administrative Supplies	126,977	41,862	88,883	140,000	75,000	-65,000	-46.4%	
74050 - Office Equipment	45,336	0	10,000	38,000	15,000	-23,000	-60.5%	
74055 - Equipment Usage Fee	17,500	0	17,500	17,500	17,500	0	0.0%	
74060 - Supplies Small Tools/Equipment	0	292	500	0	0	0	0.0%	
Total Administrative Expense	221,446	76,786	162,850	222,700	151,500	-71,200	-32.0%	
Vehicle Expense								
74066 - Vehicle Licenses	2,319	2,282	5,086	3,000	3,000	0	0.0%	
74070 - Vehicle Maintenance	3,739	6,284	9,595	5,000	7,500	2,500	50.0%	
74080 - Vehicle Fuel	4,320	8,280	10,363	5,000	10,000	5,000	100.0%	
74085 - Vehicle Insurance	15,874	10,006	16,672	16,000	19,200	3,200	20.0%	
Total Vehicle Expense	26,251	26,851	41,716	29,000	39,700	10,700	36.9%	
Financial Expenses								
74095 - Bank Charges-All Types	1,497	873	1,707	2,000	2,000	0	0.0%	
Total Financial Expenses	1,497	873	1,707	2,000	2,000	0	0.0%	
Utilities Expense								
76005 - Gas And Electricity	10,316	5,790	12,040	15,000	15,000	0	0.0%	
76010 - Water	11,112	0	3,750	9,000	9,000	0	0.0%	
76015 - Telephone	47,445	20,905	47,038	62,000	62,000	0	0.0%	
Total Utilities Expense	68,874	26,695	62,828	86,000	86,000	0	0.0%	
Total Expense	5,938,792	3,190,775	5,532,130	5,674,787	6,045,352	370,565	6.5%	
Net Income	-548,717	115,086	138,226	-0	-0	-0	0.0%	

MANAGEMENT FEE

Account #41001 – Management Fee

Management Fee revenue is collected from the Mutuals for Property Manager services including Administration, Human Resources, Accounting, Building Maintenance Management, Landscape Management and Mutual Board Offices.

\$6,045,352 is budgeted

Account #70219 – Staff Training

This account covers continued education and certification for current CACM certificated employees.

\$5,000 is budgeted

Account #70222 – Seminars/Certifications

This account covers CACM Dues and certification fees.

\$1,000 is budgeted

Account #74015 – Travel & Entertainment

This account covers mileage reimbursement as well as any travel and meal expenses.

\$5,500 is budgeted

Account #74020 – Legal Fees

This account will cover any necessary legal fees directly related to Rossmoor Property Management. This item will fluctuate depending upon the number of matters needing legal attention.

\$10,000 is budgeted

Account #74025 – Audit & Tax Preparation

This account covers RPM's portion of the annual audit and tax services provided by an external CPA firm.

\$20,000 is budgeted

Account #74030 – Other Professional Services

This account is being used for contracted labor related to data clean up for the ERP Replacement project as pertains to Rossmoor Property Management and the Mutuals.

\$130,000 is budgeted

Account #74035 – Postage

This account is for postage of letters and other mailing sent out on behalf of the Mutuals.

\$25,000 is budgeted

Account #74040 – Printing

This account is for business cards, printed envelopes and stationary, statement paper, as well as check stock.

\$19,000 is budgeted

Account #74045 – Administrative Supplies

This account includes office supplies. This line item accounts for replacing a few outdated desk to more ergonomical solutions in 2026. It also accounts for the annual fees for Nixle notifications. An additional amount has also been added to this line to add the usage of Simbli for the Mutual Board Offices.

\$75,000 is budgeted

Account #74050 – Office Equipment

This expense line covers the cost of the copy machine and mail machine maintenance contracts.

\$15,000 is budgeted

Account #74055 – Equipment Usage Fee

This is a fee charged to the department and paid to the Trust for the usage of fixed assets. This department is assigned several RWC vehicles and equipment items. The amount is intended to cover the depreciation expense of those assets of the Trust.

\$17,500 is budgeted

Account #74065 – Vehicle Licenses

This account covers the DMV registrations for the RWC vehicles used by this department.

\$3,000 is budgeted

Account #74065 – Vehicle Maintenance

This account covers routine maintenance and needed repairs for the RWC vehicles used by this department.

\$7,500 is budgeted

Account #74080 - Vehicle Fuel

This account covers fuel for the RWC vehicles used by this department. This accounts for likely continued increase in fuel cost.

\$5,000 is budgeted

Account #74085 - Vehicle Insurance

This account is an allocation of the auto insurance premium relative to the RWC vehicles assigned to this department.

\$19,200 is budgeted

Account #74095 – Bank/Loan Fees

This account is for fees associated with credit card processing of payments.

\$2,000 is budgeted

Account #76005 – PG&E

This account includes gas and electricity expense for a portion of the RPM facilities.

\$15,000 is budgeted

Account #76010 - Water

This account includes a portion of the water expense related to the RPM facilities.

\$9,000 is budgeted

Account# 76015 - Telephone

This account includes charges for various telephone, cellphone and 10G internet usage.

\$62,000 is budgeted

LANDSCAPE

Responsibilities and Headcounts

Landscape Maintenance

- Landscape rehabilitation for Mutuals.
- Irrigation inspection and repair of downstream irrigation deficiencies.
- Minor landscape drain clearing.
- Minor pest control.
- Landscape Billables – Mutuals can elect to have the Landscape department complete projects that are not within the scope of the Landscape Management Agreement. The mutual is then billed for labor and materials.

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
Landscape Technician Foreman	3.00	3.00	3.00
Landscape Technician	5.00	5.00	5.00
Irrigation Technician Foreman	1.00	1.00	1.00
Irrigation Technician	5.00	5.00	5.00
Pest Control Specialist	1.00	1.00	1.00
Total	15.00	15.00	15.00

Rossmoor Property Management (RPM)

D620-Landscape

	<u>FY2024</u>	<u>YTD July</u>		<u>FY2025</u>	<u>FY2025</u>	<u>2026 to</u>	<u>2026 to</u>
	<u>Actual</u>	<u>FY2025</u>	<u>FY2025</u>	<u>Approved</u>	<u>Draft</u>	<u>2025</u>	<u>2025</u>
		<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
						<u>Variance \$</u>	<u>Variance %</u>
Income							
Revenue							
41001 - Management Fee	1,677,800	995,124	1,705,927	1,705,927	1,742,997	37,070	2.2%
43005 - Billable Services - Landscape	477,450	327,574	500,000	430,000	500,000	70,000	16.3%
Total Revenue	2,155,250	1,322,697	2,205,927	2,135,927	2,242,997	107,070	5.0%
Total Income	2,155,250	1,322,697	2,205,927	2,135,927	2,242,997	107,070	5.0%
Cost of Goods Sold							
62250 - Cost Of Material Used/Sold	357,129	228,383	430,000	370,000	400,000	30,000	8.1%
Total Cost of Goods Sold	357,129	228,383	430,000	370,000	400,000	30,000	8.1%
Gross Profit	1,798,120	1,094,315	1,775,927	1,765,927	1,842,997	77,070	4.4%
Expense							
Salaries & Wages							
70001 - Salaries & Wages Expense	854,455	497,918	862,831	875,791	882,307	6,516	0.7%
70050 - Overtime Wages	0	6,934	10,446	0	11,000	11,000	0.0%
Total Salaries & Wages	854,455	504,852	873,278	875,791	893,307	17,516	2.0%
Employment Taxes							
70101 - Social Security Tax	61,497	34,508	62,425	67,001	67,494	493	0.7%
70105 - Federal Unemployment Insurance	722	409	1,065	1,575	1,575	0	0.0%
70110 - State Unemployment Insurance	2,350	1,567	2,705	2,730	2,730	0	0.0%
Total Employment Taxes	64,570	36,484	66,195	71,306	71,799	493	0.7%
Employee Benefits							
70116 - Workers' Comp	32,222	21,160	34,004	30,825	31,056	231	0.7%
70155 - Misc Payroll Expense	1,051	0	0	1,000	0	-1,000	-100.0%
70160 - Union Health & Welfare	221,757	137,670	236,908	238,170	251,280	13,110	5.5%
70165 - Union Pension	324,211	188,059	318,190	312,315	341,955	29,640	9.5%
70170 - Union Annuity	33,329	18,878	38,378	46,800	39,000	-7,800	-16.7%
Total Employee Benefits	612,570	365,768	627,480	629,110	663,291	34,181	5.4%
Employee Expenses							
70219 - Staff Training	0	718	718	0	1,000	1,000	0.0%
70222 - Seminars/Certifications	565	0	208	500	1,000	500	100.0%
70240 - Employee Uniforms & Laundry	16,197	9,099	16,599	18,000	18,000	0	0.0%
70245 - Travel & Meal Allowance	150	0	0	0	500	500	0.0%
Total Employee Expenses	16,912	9,817	17,525	18,500	20,500	2,000	10.8%
Facilities Maintenance							
72007 - Pest Control	0	2,036	6,203	10,000	6,000	-4,000	-40.0%
72061 - Termite Control	10,136	0	0	0	0	0	0.0%
72067 - Supplies	0	2,003	2,003	0	2,500	2,500	0.0%
Total Facilities Maintenance	10,136	4,039	8,205	10,000	8,500	-1,500	-15.0%
Safety & Security Expense							
72215 - Safety/Security Supplies	0	1,662	1,662	0	1,500	1,500	0.0%
72220 - Personal Safety Equipment	0	2,624	2,624	0	2,500	2,500	0.0%
Total Safety & Security Expense	0	4,287	4,287	0	4,000	4,000	0.0%
Landscape Maintenance							
73030 - Irrigation/Control Boxes/Misc	19,051	13,172	19,422	15,000	17,500	2,500	16.7%
73040 - Landscape Materials	0	32	32	0	0	0	0.0%
Total Landscape Maintenance	19,051	13,204	19,454	15,000	17,500	2,500	16.7%
Professional Services							
74010 - After Hours Contract	0	87	87	0	0	0	0.0%
Total Professional Services	0	87	87	0	0	0	0.0%
Administrative Expense							
74035 - Postage And Delivery	35	5	5	0	0	0	0.0%
74040 - Copy/Printing Services	0	5,883	5,883	0	5,000	5,000	0.0%
74045 - Administrative Supplies	16,708	5,785	10,785	12,000	11,000	-1,000	-8.3%
74055 - Equipment Usage Fee	42,882	582	42,000	42,000	42,000	0	0.0%
74060 - Supplies Small Tools/Equipment	2,218	2,821	6,069	6,000	6,000	0	0.0%
Total Administrative Expense	61,843	15,076	64,743	60,000	64,000	4,000	6.7%
Vehicle Expense							
74066 - Vehicle Licenses	5,304	3,553	6,500	6,500	6,500	0	0.0%
74070 - Vehicle Maintenance	39,824	28,860	41,360	30,000	40,000	10,000	33.3%
74080 - Vehicle Fuel	29,598	12,988	31,000	32,000	32,000	0	0.0%
74085 - Vehicle Insurance	16,750	11,153	17,000	17,000	20,400	3,400	20.0%
Total Vehicle Expense	91,476	56,554	95,860	85,500	98,900	13,400	15.7%
Utilities Expense							
76015 - Telephone	920	700	1,200	720	1,200	480	66.7%
Total Utilities Expense	920	700	1,200	720	1,200	480	66.7%
Total Expense	1,731,932	1,010,867	1,778,314	1,765,927	1,842,997	77,070	4.4%
Net Income	66,188	83,447	-2,387	-0	0	0	-153.3%

RPM - LANDSCAPE

Account #41001 – Management Fee

Management Fee revenue is collected from the Mutuals for Landscape maintenance according to the Landscape management agreement. The fees per mutual vary depending the selected level of service.

\$1,742,997 is budgeted

Account #43005 – Landscape Billables

Landscape Billable revenue is collected from Mutuals for landscape projects that are not within the management agreement. In these scenarios the Mutuals pay only for the materials used for a given rehab.

\$500,000 is budgeted

Account #62250 – Cost of Material Used/Sold

Consumable Materials are all materials that are purchased and then billed to a Mutual once the materials are used.

\$400,000 is budgeted

Account #70219 – Staff Training

This account covers any special training needed on specific equipment or tools.

\$1,000 is budgeted

Account #70222 – Seminars/Certifications

This account covers any classes or tests for employees to obtain or maintain any special certifications.

\$1,000 is budgeted

Account 70240 – Employee Uniforms & Laundry

This account includes any cost related to purchasing and cleaning staff uniforms.

\$18,000 is budgeted

Account 70245 – Travel & Meal Allowance

This account covers occasional meals purchased for landscape crew safety meetings or staff recognition.

\$500 is budgeted

Account 72007 – Pest Control

This account is used for the purchase of supplies to provide minor pest control.

\$6,000 is budgeted

Account 72215 – Safety/Security Supplies

This account covers all personal protective equipment (PPE) for employees such as disposable gloves, liners, ear plugs, and other safety items.

\$2,500 is budgeted

Account 72220 – Personal Safety Equipment

This account also covers safety boot reimbursements for employees.

\$2,500 is budgeted

Account 73030 – Landscape – Irrigation/Control Boxes

This account is used for all irrigation parts included under RPM Contracted Services and will not be billable.

\$17,500 is budgeted

Account #74045 – Administrative Supplies

This account includes office supplies and miscellaneous supplies required for the department.

\$11,000 is budgeted

Account #74055 – Equipment Usage Fee

This is a fee charged to the department and paid to the Trust for the usage of fixed assets.

This department is assigned several RWC vehicles and equipment items. The amount is intended to cover the depreciation expense of those assets of the Trust.

\$42,000 is budgeted

Account #74060 – Small Tools & Equipment

This line item covers the replacement of hand tools and small equipment used in the landscape field. This includes but is not limited to shovels, rakes, hoes, weed eaters and blowers.

\$6,000 is budgeted

Account #74066 – Vehicle Licenses

This account covers the DMV registrations for the RWC vehicles used by this department.

\$6,500 is budgeted

Account #74070 – Vehicle Maintenance

This account covers routine maintenance and needed repairs for the RWC vehicles used by this department.

\$40,000 is budgeted

Account #74080 - Vehicle Fuel

This account covers fuel for the RWC vehicles used by this department. This accounts for likely continued increase in fuel cost.

\$32,000 is budgeted

Account 74085 - Vehicle Insurance

This account is an allocation of the auto insurance premium relative to the RWC vehicles assigned to this department.

\$20,400 is budgeted

Account 76015 - Telephone

This account is for cell phone reimbursements for staff. It is necessary for field staff to be reachable throughout the valley. Rather than carry a company issued cell phone, there are a few employees who have opted to receive a cell phone stipend.

\$1,200 is budgeted

BUILDING MAINTENANCE

Responsibilities and Headcounts

Service Order Desk

- Answers calls/emails to resolve maintenance, landscaping, and pest control issues for residents.
- Creating and closing work orders (entering time and materials for billing).
- Scheduling technicians for maintenance/repair work.
- Processing of Handyman contracts. *(Note – Rossmoor Walnut Creek offsets this labor expense by paying RPM a per contract set up fee.)*
- Scheduling Handyman service orders.

Building Maintenance Services

- Mutuals Billables – Mutuals elect to have routine maintenance, inspections, janitorial services, minor repairs, painting, alterations and replacement of common area components. The mutual then pays labor hours and material cost to RPM.
- Resident Billables – Residents can elect to have RPM staff provide maintenance and repairs. These items are not covered by their Mutual. Often this includes materials and labor for items not included within the Handyman agreement.

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
Service Order Specialist	6.00	6.00	6.00
Carpenter Foreman	4.00	4.00	4.00
Carpenter	10.00	10.00	10.00
Mechanical/Electrical Foreman	1.00	1.00	1.00
Mechanical/Electrical Technician	3.00	3.00	3.00
Painter	1.00	1.00	1.00
Recycling Monitor	1.00	1.00	1.00
Roofing Foreman	1.00	1.00	1.00
Utility Repair Worker	1.00	1.00	1.00
Total	28.00	28.00	28.00

Rossmoor Property Management (RPM)

D630-Building Maintenance

	<u>FY2024</u>	<u>YTD July</u>		<u>FY2025</u>	<u>FY2025</u>	<u>2026 to</u>	<u>2026 to</u>
	<u>Actual</u>	<u>FY2025</u>	<u>FY2025</u>	<u>Approved</u>	<u>Draft</u>	<u>2025</u>	<u>2025</u>
		<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
						<u>Variance \$</u>	<u>Variance %</u>
Income							
Revenue							
42000 - Other Billable Services	57,266	30,824	64,158	80,000	65,000	-15,000	-18.8%
42020 - Billable Services-Operating	1,598,299	913,096	1,579,763	1,600,000	1,700,000	100,000	6.3%
42025 - Billable Services-Reserve	2,001,841	1,193,515	1,943,515	1,800,000	1,950,000	150,000	8.3%
42030 - Set-Up Fee Revenue	154,515	90,050	156,717	160,000	0	-160,000	-100.0%
Total Revenue	3,811,921	2,227,485	3,744,152	3,640,000	3,715,000	75,000	2.1%
Total Income	3,811,921	2,227,485	3,744,152	3,640,000	3,715,000	75,000	2.1%
Total Cost of Goods Sold	612,026	306,629	502,462	470,000	505,000	35,000	7.4%
Gross Profit	3,199,895	1,920,856	3,241,690	3,170,000	3,210,000	40,000	1.3%
Expense							
Salaries & Wages							
70001 - Salaries & Wages Expense	1,652,229	997,372	1,791,530	1,905,979	1,949,008	43,029	2.3%
70015 - Temporary Help	215,633	70,080	120,000	13,000	0	-13,000	-100.0%
70050 - Overtime Wages	0	24,956	33,049	0	35,000	35,000	0.0%
Total Salaries & Wages	1,867,862	1,092,408	1,944,579	1,918,979	1,984,008	65,029	3.4%
Employment Taxes							
70101 - Social Security Tax	132,181	81,152	141,692	145,297	149,099	3,802	2.6%
70105 - Federal Unemployment Insurance	1,416	774	1,999	2,940	2,940	0	0.0%
70110 - State Unemployment Insurance	4,658	2,923	5,047	5,096	5,096	0	0.0%
Total Employment Taxes	138,254	84,850	148,738	153,333	157,135	3,802	2.5%
Employee Benefits							
70116 - Workers' Comp	56,810	34,421	57,433	55,229	56,830	1,601	2.9%
70120 - Medical Expense	152,382	85,405	134,294	117,332	136,519	19,187	16.4%
70125 - Dental Insurance Expense	8,728	5,037	8,106	7,366	8,408	1,042	14.1%
70130 - Vision Insurance Expense	1,159	662	1,086	1,018	971	-47	-4.6%
70135 - Retirement-Non Union	15,493	0	0	0	0	0	0.0%
70140 - 401(K)	22,946	13,492	22,013	20,451	20,740	289	1.4%
70145 - Life Insurance - Non Union	3,789	2,260	3,672	3,389	3,804	415	12.2%
70150 - Long Term Disability Insurance	2,134	1,112	1,908	1,910	1,698	-212	-11.1%
70155 - Misc Payroll Expense	1,528	11	636	1,500	0	-1,500	-100.0%
70160 - Union Health & Welfare	289,377	176,914	315,847	333,438	351,792	18,354	5.5%
70165 - Union Pension	412,356	245,527	427,710	437,241	478,737	41,496	9.5%
70170 - Union Annuity	42,359	24,647	51,947	65,520	54,600	-10,920	-16.7%
Total Employee Benefits	1,009,062	589,488	1,024,652	1,044,394	1,114,099	69,705	6.7%
Employee Expenses							
70219 - Staff Training	0	3,001	3,001	0	0	0	0.0%
70222 - Seminars/Certifications	298	0	0	1,000	500	-500	-50.0%
70223 - Dues And Memberships	0	141	141	0	150	150	0.0%
70240 - Employee Uniforms & Laundry	18,083	10,070	18,195	19,500	19,500	0	0.0%
70245 - Travel & Meal Allowance	131	115	115	0	1,000	1,000	0.0%
Total Employee Expenses	18,512	13,328	21,453	20,500	21,150	650	3.2%
Facilities Maintenance							
72005 - Carpentry	192	0	0	0	0	0	0.0%
72067 - Supplies	0	4,526	4,526	0	5,000	5,000	0.0%
Total Facilities Maintenance	192	4,526	4,526	0	5,000	5,000	0.0%
Safety & Security Expense							
72215 - Safety/Security Supplies	0	2,620	2,620	0	0	0	0.0%
72220 - Personal Safety Equipment	0	3,064	3,064	0	0	0	0.0%
Total Safety & Security Expense	0	5,684	5,684	0	0	0	0.0%
Professional Services							
74010 - After Hours Contract	93,080	53,819	92,603	93,080	94,000	920	1.0%
74029 - Other Professional Services	4,233	0	0	0	0	0	0.0%
Total Professional Services	97,313	53,819	92,603	93,080	94,000	920	1.0%
Administrative Expense							
74040 - Copy/Printing Services	235	584	792	500	750	250	50.0%
74045 - Administrative Supplies	38,181	11,497	23,997	30,000	30,000	0	0.0%
74055 - Equipment Usage Fee	19,000	0	19,000	19,000	19,000	0	0.0%
74060 - Supplies Small Tools/Equipment	19,475	16,678	25,011	20,000	25,000	5,000	25.0%
Total Administrative Expense	76,891	28,759	68,800	69,500	74,750	5,250	7.6%
Vehicle Expense							
74066 - Vehicle Licenses	11,210	9,974	14,000	14,000	14,000	0	0.0%
74070 - Vehicle Maintenance	37,022	11,951	26,534	35,000	30,000	-5,000	-14.3%
74080 - Vehicle Fuel	35,708	16,288	35,945	47,175	35,000	-12,175	-25.8%
74085 - Vehicle Insurance	48,243	37,261	58,094	50,000	60,000	10,000	20.0%
Total Vehicle Expense	132,183	75,474	134,573	146,175	139,000	-7,175	-4.9%
Utilities Expense							
76015 - Telephone	240	180	280	240	240	0	0.0%
Total Utilities Expense	240	180	280	240	240	0	0.0%
Total Expense	3,340,509	1,948,515	3,445,887	3,446,201	3,589,382	143,181	4.2%
Net Income	-140,615	-27,658	-204,198	-276,201	-379,382	-103,181	37.4%

BUILDING MAINTENANCE

Account #42000 – Other Billable Services

Revenue is generated for building repairs that are not the responsibility of the Mutuals and are paid for by the individual owners.

\$65,000 is budgeted

Account #42020 – Billable Services - Operating

Billable Services revenue is collected from Mutuals for building maintenance projects. This is designated as “Operating” and paid from the Mutual’s operating fund. The designation of “Operating” is only used for tracking on the RPM side.

\$1,700,000 is budgeted

Account #42025 – Billable Services - Reserves

Billable Services revenue is collected from Mutuals for building maintenance projects. This is designated as “Reserve” and paid from the Mutual’s reserve fund. The designation of “Reserve” is only used for tracking on the RPM side.

\$1,950,000 is budgeted

Account #62250 – Consumable Materials

This account is used for the purchase of supplies for billable services.

\$505,000 is budgeted

Account #70240 – Laundry & Uniforms

This account includes cost to purchase and launder employee uniforms. There has been an increase to laundry service costs in recent years.

\$19,500 is budgeted

Account #74040 – Copy/Printing Services

This account includes cost for foreman business cards as well as any printed forms or notifications needed for posting.

\$750 is budgeted

Account #74045 – Office Expense

This account includes office supplies for the work order desk. In addition, it covers small items needed for the building maintenance crews to perform work such as disposable gloves, liners, ear plugs, rags, and other safety items.

\$30,000 is budgeted

Account #74055 – Equipment Usage Fee

This is a fee charged to the department and paid to the Trust for the usage of fixed assets. This department is assigned several RWC vehicles and equipment items. The amount is intended to cover the depreciation expense of those assets of the Trust.

\$19,000 is budgeted

Account #74060 – Supplies Small Tools/Equipment

This line item covers the replacement of hand tools and small equipment used by the building maintenance staff. This includes but is not limited to power drills, saws, battery packs.

\$25,000 is budgeted

Account #74066 – Vehicle Licenses

This account covers the DMV registrations for the RWC vehicles used by this department.

\$14,000 is budgeted

Account #74070 – Vehicle Maintenance

This account covers routine maintenance and needed repairs for the RWC vehicles used by this department.

\$30,000 is budgeted

Account #74080 - Vehicle Fuel

This account covers fuel for the RWC vehicles used by this department. This accounts for likely continued increase in fuel cost.

\$35,000 is budgeted

Account #74085 - Vehicle Insurance

This account is an allocation of the auto insurance premium relative to the RWC vehicles assigned to this department.

\$60,000 is budgeted

Account #76015 - Telephone

This account is for cell phone reimbursements for staff. It is necessary for field staff to be reachable throughout the valley. Rather than carry a company issued cell phone, some employees have opted to receive a cell phone stipend.

\$240 is budgeted

MEMBER RECORDS

Responsibilities and Headcounts

Member Records

- Provides governing documents during escrow.
- Process lease, sub-lease documentation and submit for Board approval.
- Process non-resale transfer of ownership title requests.
- Maintain mutual/resident database of ownership.

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
Member Records Coordinator	3.00	3.00	3.00
Total	3.00	3.00	3.00

Rossmoor Property Management (RPM)

D640-Member Records

	<u>FY2024</u>	<u>YTD July</u>		<u>FY2025</u>	<u>FY2025</u>	<u>2026 to</u>	<u>2026 to</u>
	<u>Actual</u>	<u>FY2025</u>	<u>FY2025</u>	<u>Approved</u>	<u>Draft</u>	<u>2025</u>	<u>2025</u>
		<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
						<u>Variance \$</u>	<u>Variance %</u>
Income							
Revenue							
42015 - Document Fees	128,850	87,230	153,897	160,000	160,000	0	0.0%
42035 - Processing Fees	316,100	208,204	358,204	360,000	360,000	0	0.0%
42040 - Resale Fees	55,660	30,210	55,210	60,000	60,000	0	0.0%
Total Revenue	500,610	325,644	567,311	580,000	580,000	0	0.0%
Total Income	500,610	325,644	567,311	580,000	580,000	0	0.0%
Gross Profit	500,610	325,644	567,311	580,000	580,000	0	0.0%
Expense							
Salaries & Wages							
70001 - Salaries & Wages Expense	204,877	115,421	199,237	201,159	132,597	-68,562	-34.1%
70015 - Temporary Help	0	13,061	13,061	0	0	0	0.0%
70050 - Overtime Wages	0	7,628	7,628	0	0	0	0.0%
Total Salaries & Wages	204,877	136,109	219,925	201,159	132,597	-68,562	-34.1%
Employment Taxes							
70101 - Social Security Tax	14,953	9,468	15,775	15,137	16,523	1,386	9.2%
70105 - Federal Unemployment Insurance	130	76	208	315	315	0	0.0%
70110 - State Unemployment Insurance	430	292	520	546	546	0	0.0%
Total Employment Taxes	15,513	9,837	16,503	15,998	17,384	1,386	8.7%
Employee Benefits							
70116 - Workers' Comp	633	379	601	534	583	49	9.2%
70120 - Medical Expense	46,844	24,501	44,995	49,185	37,064	-12,121	-24.6%
70125 - Dental Insurance Expense	2,688	1,342	1,992	2,595	2,249	-346	-13.3%
70130 - Vision Insurance Expense	365	183	273	367	289	-78	-21.3%
70135 - Retirement-Non Union	6,011	0	0	0	0	0	0.0%
70140 - 401(K)	10,320	6,145	10,268	9,894	10,798	904	9.1%
70145 - Life Insurance - Non Union	1,632	891	1,351	1,637	1,816	179	10.9%
70150 - Long Term Disability Insurance	930	436	661	944	887	-57	-6.0%
Total Employee Benefits	69,423	33,878	60,141	65,156	53,686	-11,470	-17.6%
Employee Expenses							
70222 - Seminars/Certifications	845	0	0	1,000	0	-1,000	-100.0%
70240 - Employee Uniforms & Laundry	0	223	223	0	300	300	0.0%
Total Employee Expenses	845	223	223	1,000	300	-700	-70.0%
Administrative Expense							
74040 - Copy/Printing Services	845	8,133	8,133	3,000	8,500	5,500	183.3%
74045 - Administrative Supplies	20,201	2,605	7,605	12,000	8,000	-4,000	-33.3%
Total Administrative Expense	21,045	10,738	15,738	15,000	16,500	1,500	10.0%
Financial Expenses							
74095 - Bank Charges-All Types	2,494	643	1,726	2,600	2,000	-600	-23.1%
Total Financial Expenses	2,494	643	1,726	2,600	2,000	-600	-23.1%
Total Expense	314,196	191,428	314,257	300,913	222,467	-78,446	-26.1%
Net Income	186,414	134,216	253,054	279,087	357,533	78,446	28.1%

MEMBER RECORDS

Account #42015 – Document Fees

Document Fees are the revenue derived from lease and sublease processing, co-occupant registration and project certifications.

\$160,000 is budgeted

Account #42035 – Processing Fees

Processing fees are the revenue derived from escrow processing and transfer of ownership title requests.

\$360,000 is budgeted

Account #42040 – Resale Fees

Resale fees are the revenue derived from service fees for providing governing documents during escrow.

\$60,000 is budgeted

Account #74040 – Printing

This account is used for printing of business cards, administration passes, certificates and other items by an outside printer as well as new member documents.

\$8,500 is budgeted

Account #74045 – Office Expense

This account is used for the purchase of normal office supplies such as copier paper, folders, pens, etc. Annual expense for the use of DocuSign software is also included in this line.

\$8,000 is budgeted

Account #74095 – Bank Fees

This account is for credit card processing fees.

\$2,000 is budgeted

ALTERATIONS/RESALES

Responsibilities and Headcounts

Alterations

- Records and process paperwork for residents to obtain authorization from their Mutual to make architectural, structural, electrical, plumbing or aesthetic changes to the interior or exterior of their manor.
- Review of proposed alterations and coordination with Mutual Boards to ensure alteration standards are met.
- Site and construction inspections.

Resales

- Coordination of manor inspections when a unit sales. This ensures all alterations done to a manor are documented prior to the residence being sold. This often requires a meeting with new buyers prior to escrow closing.

Headcount: (represented as # of FTEs)

	2025 Budget	2025 Actual	2026 Budget
Alterations & Resales Supervisor	1.00	1.00	1.00
Building Maintenance Inspector	2.00	2.00	2.00
Alterations & Resales Specialist	1.00	1.00	1.00
Total	4.00	4.00	4.00

Rossmoor Property Management (RPM)

D650-Alteration Resales

	<u>FY2024</u>	<u>YTD July</u>		<u>FY2025</u>	<u>FY2025</u>	<u>2026 to</u>	<u>2026 to</u>
	<u>Actual</u>	<u>FY2025</u>	<u>FY2025</u>	<u>Approved</u>	<u>Draft</u>	<u>2025</u>	<u>2025</u>
		<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
						<u>Variance \$</u>	<u>Variance %</u>
Income							
Revenue							
42005 - Alteration Fees	303,958	190,396	325,000	325,000	325,000	0	0.0%
42010 - Resale Inspection Fees	184,575	140,458	227,958	210,000	210,000	0	0.0%
Total Revenue	488,533	330,854	552,958	535,000	535,000	0	0.0%
Total Income	488,533	330,854	552,958	535,000	535,000	0	0.0%
Gross Profit	488,533	330,854	552,958	535,000	535,000	0	0.0%
Expense							
Salaries & Wages							
70001 - Salaries & Wages Expense	356,278	201,362	351,587	360,540	352,680	-7,860	-2.2%
70050 - Overtime Wages	0	1,722	2,241	0	2,500	2,500	0.0%
Total Salaries & Wages	356,278	203,084	353,828	360,540	355,180	-5,360	-1.5%
Employment Taxes							
70101 - Social Security Tax	25,690	14,931	26,235	27,131	26,981	-150	-0.6%
70105 - Federal Unemployment Insurance	195	95	270	420	420	0	0.0%
70110 - State Unemployment Insurance	667	365	669	728	728	-0	-0.0%
Total Employment Taxes	26,551	15,391	27,174	28,279	28,129	-150	-0.5%
Employee Benefits							
70116 - Workers' Comp	10,429	6,020	10,102	9,797	9,674	-123	-1.3%
70120 - Medical Expense	78,878	39,468	73,740	82,252	63,532	-18,720	-22.8%
70125 - Dental Insurance Expense	4,885	2,060	4,026	4,717	3,361	-1,356	-28.7%
70130 - Vision Insurance Expense	598	237	482	587	334	-253	-43.1%
70135 - Retirement-Non Union	7,223	0	0	0	0	0	0.0%
70140 - 401(K)	15,869	9,139	16,528	17,734	17,634	-100	-0.6%
70145 - Life Insurance - Non Union	2,928	1,724	2,948	2,939	2,965	26	0.9%
70150 - Long Term Disability Insurance	1,670	844	1,549	1,691	1,452	-239	-14.1%
Total Employee Benefits	122,481	59,493	109,375	119,717	98,952	-20,765	-17.3%
Employee Expenses							
70222 - Seminars/Certifications	487	56	306	600	600	0	0.0%
70240 - Employee Uniforms & Laundry	0	422	631	500	500	0	0.0%
Total Employee Expenses	487	478	937	1,100	1,100	0	0.0%
Facilities Maintenance							
72067 - Supplies	0	206	206	0	0	0	0.0%
Total Facilities Maintenance	0	206	206	0	0	0	0.0%
Administrative Expense							
74040 - Copy/Printing Services	0	2,358	2,358	500	2,500	2,000	400.0%
74045 - Administrative Supplies	7,358	1,484	4,484	7,200	5,000	-2,200	-30.6%
74055 - Equipment Usage Fee	4,000	0	1,667	4,000	4,000	0	0.0%
74060 - Supplies Small Tools/Equipment	0	345	554	500	500	0	0.0%
Total Administrative Expense	11,358	4,187	9,062	12,200	12,000	-200	-1.6%
Vehicle Expense							
74066 - Vehicle Licenses	537	524	524	550	550	0	0.0%
74070 - Vehicle Maintenance	1,067	129	545	1,000	1,000	0	0.0%
74080 - Vehicle Fuel	2,048	909	1,950	2,500	2,500	0	0.0%
74085 - Vehicle Insurance	1,763	2,732	3,565	2,000	3,500	1,500	75.0%
Total Vehicle Expense	5,416	4,293	6,585	6,050	7,550	1,500	24.8%
Financial Expenses							
74095 - Bank Charges-All Types	10,034	6,060	10,227	10,000	10,000	0	0.0%
Total Financial Expenses	10,034	6,060	10,227	10,000	10,000	0	0.0%
Utilities Expense							
76015 - Telephone	0	100	200	0	240	240	0.0%
Total Utilities Expense	0	100	200	0	240	240	0.0%
Total Expense	532,605	293,293	517,593	537,886	513,151	-24,735	-4.6%
Net Income	-44,072	37,561	35,365	-2,886	21,849	24,735	-857.1%

ALTERATIONS/RESALES

Account #42005 – Alteration Fees

Alterations Fees are paid by residents making changes to their manors. For 2025 the fees charged are increasing by 10%.

\$325,000 is budgeted

Account #42010 – Resales Inspection Fees

Resales Inspection Fees are charged for an inspection of the manor prior to it being sold. For 2025 the fees charged are increasing by 10%.

\$210,000 is budgeted

Account #70222 – Seminars/Certifications

This account includes any cost related to CACM classes and certification fees.

\$600 is budgeted

Account #70240 – Laundry & Uniform

This account is used for purchase of logo embroidered shirts for the inspectors.

\$500 is budgeted

Account #74040 – Printing

This account is used for printing of business cards, inspection notification and correction sheets and other forms used by the department.

\$2,500 is budgeted

Account #74045 – Administrative Supplies Expense

This account is used for the purchase of normal office supplies such as copier paper, folders, pens, etc. Annual expense for the use of DocuSign software is also included in this line.

\$5,000 is budgeted

Account #74055 – Equipment Usage Fee

This is a fee charged to the department and paid to the Trust for the usage of fixed assets. This department is assigned RWC vehicles. The amount is intended to cover the depreciation expense of the Trust.

\$4,000 is budgeted

Account #74060 – Supplies Small Tools/Equipment

This account allows for the purchase of small tools, such as tape measures, infrared thermometers, and other items needed to perform manor inspections.

\$500 is budgeted

Account #74066 – Vehicle Licenses

This account covers the DMV registrations for the RWC vehicles used by this department.

\$550 is budgeted

Account #74070 - Vehicle Maintenance

This account covers routine maintenance and needed repairs for the RWC vehicles used by this department.

\$1,000 is budgeted

Account #74080 - Vehicle Fuel

This account covers fuel for the RWC vehicles used by this department. This accounts for likely continued increase in fuel cost.

\$2,500 is budgeted

Account #74085 - Vehicle Insurance

This account is an allocation of the auto insurance premium relative to the RWC vehicles assigned to this department.

\$3,500 is budgeted

Account #74095 – Bank Fees

This account is for credit card processing fees. This account is based both on historical trend as well as a percentage for the increased revenues.

\$10,000 is budgeted