



# 2023 Budget

## ITEMIZED DESCRIPTION

Date: February 12, 2023  
 SUB: 2023 Estimated Budget  
 Proposal Date: 10/03/2022  
 Approval Date: 02/06/2023  
 ATTN: Board of Trustees  
 Active Members

Dear Board of Trustees & Active Members of the CLCA,

As per the meeting which took place on February 6th of 2023, The Collings Lakes Civic Association approved the estimated 2023 Budget which was initially presented in October of 2022. Below, you will find the approved budget containing an itemized description to better understand what is anticipated for this year. Please note that Collections Income as well as Expenditures are excluded. Of course, the goal of the treasury is to come below the estimated expense and as such, there will be an annual “actual” comparison at the end of 2023. Please note that the CLCA has an estimated 2023 maintenance income of \$140,000 when reviewing the 2023 estimated budget.

Regards,  
 George Protopapas, Tier II  
 Office of the Treasurer

CATAGORY	DESCRIPTION	ALLOTMENT	ACCOUNT FOR DISBURSEMENT
Beach Safety Equipment	<ul style="list-style-type: none"> <li>- First Aid kit, Emergency floatation devices NJDPHS REQUIRED*</li> <li>- Signage or sign replacement. NJDPHS REQUIRED*</li> </ul>	\$5,000.00	MAINTENANCE CHECKING
Lifeguard and/or Beach Attendant	<p>-CLCA 1099 Employee (Beach Attendant as approved with NJDPHS under lifeguard exemption status) NJDPHS REQUIRED*</p> <p><b>OR</b></p> <p>-Certified Pool/Water Management company (Lifeguard or Beach Attendant) NJDPHS REQUIRED*</p>	\$21,952.00	MAINTENANCE CHECKING

CATAGORY	DESCRIPTION	ALLOTMENT	ACCOUNT FOR DISBURSEMENT
Water Testing	-South Jersey Water Testing: Testing of water conditions for safe operations regarding all swim areas open for public use. NJDPHS REQUIRED*	\$2,010.00	MAINTENANCE CHECKING
Beach Tags	-2023 Beach tags to be manufactured and disbursed to all CLCA members with "Active Status" <b>*SEE CLCA BYLAWS. PART TWO "MEMBERS &amp; CERTIFICATES" (2.1 A, 2.1 B, 2.6)</b>	\$1,500.00	MAINTENANCE CHECKING
Portable Toilets	-LaSassa Plumbing LLC : Portable Toilet per open NJDPHS compliant beach. NJDPHS REQUIRED* <b>*SEE NEW JERSEY STATE SANITARY CODE CHAPTER IX PUBLIC RECREATIONAL BATHING (Sections 8:26-6.4)</b>	\$2,000.00	MAINTENANCE CHECKING
Electricity	-Atlantic City Electric Company: Usage & Delivery Bill	\$500.00	MAINTENANCE CHECKING
Lawn Maintenance & Care	-RAC Property Maintenance: Landscaping & grounds care for Beach 1, Beach 2, Beach 3, and Dam 1 secured retention area.	\$5,000.00	MAINTENANCE CHECKING
Events & Fundraising	-Initial funds allocated for seasonal events. -Initial funds allocated for monthly & yearly fundraisers (50/50 raffle, flower sales, etc)	\$2,000.00	GAMES OF CHANCE CHECKING *Sub Account

<b>CATAGORY</b>	<b>DESCRIPTION</b>	<b>ALLOTMENT</b>	<b>ACCOUNT FOR DISBURSEMENT</b>
Insurance	-Farmers Insurance Company: Liability Coverage of all CLCA Properties & land.	\$35,000.00	MAINTENANCE CHECKING
Office Supplies	-Allocation of funds for staples, paper, envelops, etc...	\$3,000.00	PETTY CASH CHECKING *Sub Account
Postage	-Funds Allocated for sending physical correspondence (Stamps)	\$6,000.00	PETTY CASH CHECKING *Sub Account
P.O. Box	-Williamstown USPS: Funds Allocated for receiving physical correspondence .	\$275.00	MAINTENANCE CHECKING
Accounting	-Dave Samarra CPA: Funds allocated for tax preparation.	\$3,500.00	MAINTENANCE CHECKING
Quickbooks	-Quickbooks Online: funds allocated for bookkeeping Services.	\$2,400.00	MAINTENANCE CHECKING
Legal Council (Non-Collections)	-Funds allocated for legal advice regarding matters "Non-Collection" related.	\$5,000.00	MAINTENANCE CHECKING
2023 Contingency Budget	-Funds allocated for the oversight of inflation, cost increase, unforeseeable expenses, Estimates out of net 30+ Days.	\$25,000.00	MAINTENANCE CHECKING

## 2023 Budget - Estimated Accounts Disbursement

ACCOUNT NAME	DISBURSMENT TOTAL
Maintenance Checking	\$109,137.00
Games of Chance Checking *Sub Account	\$2,000.00
Petty Cash Checking * Sub Account	\$9,000.00
<b>TOTAL ACCROSS ALL ACCOUNTS:</b>	<b>\$120,137.00</b>
<b>TOTAL ESTIMATED MAINTANCE INCOME:</b>	<b>\$140,000 (\$19,863 REMAING)</b>

**\*\*\*PLEASE NOTE\*\*\***

THE CLCA HOLDS ONE CHECKING ACCOUNT (MAINTENANCE ACCOUNT) ALL OTHER ACCOUNTS ARE SUB ACCOUNTS WHICH ARE ALLOTTED MINIMUM TRANSACTIONS BUT ALLOW UNLIMITED TRANSFERS.

**GAMES OF CHANCE \*SUB ACCOUNT\***

ALL FUNDS PLACED INTO THIS ACCOUNT MUST BE PROCEEDS GENERATED FROM FUNDRAISERS. ALL FUNDS GENERATED ARE TO BE USED FOR THE INDIVIDUAL FUNDRAISERS INTENDED PURPOSE.

Initial funding of fundraisers will be disbursed from the maintenance account via transfer into the "Petty cash" sub account for use, followed by an origin funds reimbursement into the maintenance account.

The transfer to petty cash from maintenance will be noted:

*FUNDRAISING DISBURSEMENT (FUNDRAISER NAME)*

The replenishment of funds back into the maintenance account will be noted:

*FUNDRAISING REEMBURSEMENT (FUNRAISER NAME)*

**PETTY CASH ACCOUNT**

ALL FUNDS PLACED INTO THIS ACCOUNT ARE FOR THE USE OF THE CLCA REGARDING EVERYDAY ADMINISTRATIVE BUSINESS, PURCHASES CONSIDERED A NECESSITY, AND THE INITIAL FUNDING OF CLCA FUNDRAISERS. THE MAXIMUM HOLDING AT ALL TIMES FOR THIS ACCOUNT IS \$1500.00.