

Proposed Budget 2023					
No.	Service	Description of Each Service	Monthly Expense Including VAT	Annual Expenses Including VAT	
Association Service Fee Income					
1	Opening Balance	Funds carried forward from previous year (un-utilize	0.00		
2	Reserve Account Funds	Accumulated funds in Reserve Account	0.00		
Expenses					
1	Cleaning -Common Area	Cleaning Supplies/ Machinery	369.67	4436.00	
2	Security Services	External Vendor to supply professional trained gaurds 7 days a week 12 hours each/ 7 people	1368.42	16421.00	
3	Reception Services	External Vendor to supply professional reception and admin 6 days a week 12 hours-2 people	964.50	11574.00	
5	Cleaner Services Common area	Normal cleaner hire for building including Salary/ Visa/Gosi/LMRA/Indemnity 9 cleners	1911.75	22941.00	
Annual Maintenance Contracts (AMC) and Spare Parts Allocations					
1	AMC -HVAC Systems	AC/Chiller/VRV Systems Maintenance for common area and apartements 4 times a year/2 times a year	200.00	2400.00	
2	AMC -Plumbing	Pumps/Drainage network/Submergibal pumps/Pipping	200.00	2400.00	
3	AMC - Electrical	DB Boards/Circute Breakers/Electrical Power Lines and Mains	200.00	2400.00	
4	AMC - Fire Fighting Equipment	Hose Reel/Fire Extinguishers/Break Glass/Water Inlet and Outlet	41.67	500.00	
5	AMC - Fire Alarm Panel	Fire Alarm Panel and All Smoke and Heat Detectors	87.50	1050.00	
6	AMC - Elevator Maintenance	Elevator Servicing and Maintenance, 7 elevators	245.00	2940.00	
7	AMC - Swimming Pool	Pool Cleaning/maintenance of pumps/sand filters/fountains with chemicals	198.00	2376.00	
8	AMC -Gym Equipment	Cleaning and Lubrication of all equipment	0.00		On Call
9	AMC - ELV System	CCTV/Barriers/Access Doors/Networking System/Ac	0.00		On Call
10	AMC - Back up Generator	Dry Runs and Servicing	41.67	500.00	
11	AMC - Pest Control	Internal and External grounds pest control	12.50	150.00	
12	AMC - External Building and Windows	Windows and Walls once a year	168.00	2016.00	
13	AMC - Steam and Sauna	Cleaning and Lubrication of all equipment	0.00	0.00	On Call
15	Landscaping	Cutting/watering/planting as required	220.00	2640.00	
16	Water tank	cleaning once a year 2 units	43.75	525.00	
17	AMC - Air Fresheners and Hygiene	For reception area and common area bathrooms - soap/tissue/WC fragnace	0.00	0.00	
18	Spare Parts Allocation and Maintenance	Day to Day operations and maintenance - Lights/Small spare parts/can also include spare	321.25	3855.00	
19	Other Maintenance Expenses	Building Maintenance	383.33	4600.00	
Administration and Management					
1	Annual - Building Insurance	All Risk and Third Party and D&O if required	287.50	3450.00	
2	Legal - Lawyer Fees	Lawyer or other legal fees	50.00	600.00	
3	Annual - Financial Auditing	Annual Financial Auditing by External Party	66.67	800.00	
5	Management Fees (Fixed)	Management fees	3000.00	36000.00	
6	Petty Cash	Petty Cash Expenses for minor maintenance works ar	52.08	625.00	
7	Software		240.00	2880.00	
8	Bank Charges	Check Books etc	10.00	120.00	
Utilities					
1	EWA	Electricity and Water	2220.17	26642.00	
2	Telephone Services	Reception Area Telephone	14.67	176.00	
3	Internet Services	Reception Area Internet	39.58	475.00	
Other Miscellanous Expenses					
1	Stationary Costs	Office equipments- Printers/ink/files	52.67	632.00	
2	Water and Pantry Expenses	For the guests and staff	18.33	220.00	
3	Staff Uniforms	If required	42.00	504.00	
Reserve Fund Account					
1	Reserve Fund	Funds put aside in reserve for the replacement of major components of the HOA common area property - Lifts/Chillers/AC Units/Pumps etc. To be kept in Separate bank Account	600.00	7200.00	
Total Estimated Expenses			13670.67	164048.00	

Total SQM of Building/Plot	41021.00
Service Charge Rate Per SQM Yearly	4.00
Service Charge Rate Per SQM Monthly	0.33