

Unit Dues Sheet: If you have units with different monthly fees, use this sheet to set their percentages. If

- 1 Fill in the percentage of each monthly payment that will go to a reserve account. The reserve account
- 2 Fill in the total number of units. This number will automatically fill in on the Yearly Projection page.
- 3 Fill in the name and total monthly Water Company payment for each unit.
- 4 If you have fewer than the 30 units on the sheet, select all of the rows you don't need and delete the
- 5 If you need more than the 30 units on the sheet, insert as many rows as you need, and copy the form
- 6 Once you have completed this sheet, the Yearly Projection will have an average monthly payment, v

Yearly Projection Sheet:

- 1 Change "Anytown Condominiums" to the name of your Water Company.
- 2 Choose an annual inflation rate for your monthly expenses. The default is 3%. You can change this in
- 3 The "Last Year" column is where you will fill in the monthly pricing from last year, so that going forward
- 4 Enter the current cash you have in your Water Company main account and your Water Company re
- 5 The Water Company Common Expense Dues, and the Water Company Reserve Replacement due
- 6 Start by filling in the same numbers as you had last year for both the Common Expense Dues and th
- 7 The number of units field is from the Unit Dues sheet. If you did not use this sheet, then fill this in. It
- 8 Enter all of the monthly expense titles and annual amounts. Some common ones are prefilled. If you
- 9 Enter the projected one-time expenses in the Replacement Reserves section. This is where you will

Playing with the numbers (it is highly recommended to save a copy as a draft at this point, to save your

- 1 Once you have entered in everything from the above 2 sections, take a look at the Account Balance:
- 2 Find the years where you will either have a negative number, or where the numbers are higher than
- 3 Now, adjust the numbers for the projected monthly payments to determine what types of increases t
- 4 When you have finished your adjustments, if you used the Unit Dues sheet, you can take a look at v

nt is similar to a savings account, and the money in that account will be used to account for the expenses that d

which we will use on the Yearly Projection sheet. When the Yearly Projection sheet is finished, the total monthly |

ard, your numbers will reflect your projections based on those numbers. Enter the last year, and the spreadshee
serves account. This is essentially the checking and savings account. The goal is to have the correct number re
s are calculated from the Unit Dues sheet. If you did not use the Unit Dues sheet, because all of your units pay t
re Reserve Replacement dues for all of the projected years. This will help you look at how your accounts will ch

add in things like "roof replacement", "new siding", "exterior painting", etc. Enter everything you plan to do, and

s sections. The projections will be filled in, and if there is a negative number, it will be highlighted in Red.

on't happen each month. If you do not have an account like this, just start with the default 20% and you can cha

the same amount, then fill those totals in here. The goal is to have those two numbers add up to the "Each unit ,

don't forget to estimate how much it will likely cost in the future as this section does not automatically calculate i

nge it anytime as you understand the spreadsheet and how it works.

% of Dues that Goes
to Reserves 0 %
Number of Units 0

CHANGE VALUES IN FIELDS WITH BRIGHT YELLOW
BACKGROUND FOR YOUR SPECIFIC SITUATION

		Current Total Payment for Each Unit			
Unit Name/Number		Total Payment		Common Expenses Dues	Reserve Dues
	1	\$ -	\$	-	\$ -
	2	\$ -	\$	-	\$ -
	3	\$ -	\$	-	\$ -
	4	\$ -	\$	-	\$ -
	5	\$ -	\$	-	\$ -
	6	\$ -	\$	-	\$ -
	7	\$ -	\$	-	\$ -
	8	\$ -	\$	-	\$ -
	9	\$ -	\$	-	\$ -
	10	\$ -	\$	-	\$ -
	11	\$ -	\$	-	\$ -
	12	\$ -	\$	-	\$ -
	13	\$ -	\$	-	\$ -
	14	\$ -	\$	-	\$ -
	15	\$ -	\$	-	\$ -
	16	\$ -	\$	-	\$ -
	17	\$ -	\$	-	\$ -
	18	\$ -	\$	-	\$ -
	19	\$ -	\$	-	\$ -
	20	\$ -	\$	-	\$ -
	21	\$ -	\$	-	\$ -
	22	\$ -	\$	-	\$ -
	23	\$ -	\$	-	\$ -
	24	\$ -	\$	-	\$ -
	25	\$ -	\$	-	\$ -
	26	\$ -	\$	-	\$ -
	27	\$ -	\$	-	\$ -
	28	\$ -	\$	-	\$ -
	29	\$ -	\$	-	\$ -
	30	\$ -	\$	-	\$ -
Monthly Total		\$ -	\$	-	\$ -
Monthly Average		\$ -	\$	-	\$ -
Yearly Total		\$ -	\$	-	\$ -
Yearly Average		\$ -	\$	-	\$ -

INSTRUCTIONS:

Unit Dues Sheet: If you have units with different monthly fees, use this sheet to set their percentages. If not, you can ignore this section and go straight to the Yearly Projection.

1

Row 1: Fill in the percentage of each monthly payment that will go to a r
 account, and the money in that account will be used to account for the c
 account like this, just start with the default 20% and you can change it a

- 2** Row 2: Fill in the total number of units. This number will automatically fi
- 3** Fill in the Unit name/number and total current monthly Water Company
- 4** If you have fewer than the 30 units on the sheet, select all of the rows y
- 5** If you need more than the 30 units on the sheet, insert as many rows as
- 6** Once you have completed this sheet, the Yearly Projection will have an
Projection sheet. When the Yearly Projection sheet is finished, the total

[illegible]

ll in on the Yearly Projection page.

payment for each unit.

ou don't need and delete them.

s you need, and copy the formulas on the already existing rows.

average monthly payment, which we will use on the Yearly
monthly payment for each unit will be on the Unit Dues sheet.

Reserve Study (10 Years)

DWID - VGPOA

Annual Inflation Estimate

3 %

CHANGE VALUES IN FIELDS
WITH BRIGHT YELLOW
BACKGROUND FOR YOUR
SPECIFIC SITUATIONIf you DID NOT use the "UNIT
DUES" sheet to calculate different
payment amounts for each unit,
fill in the orange cells. Otherwise,
leave them.

TOTAL DUES

COMMON EXPENSES

COMMON EXPENSES (Yearly)

Common Expenses Subtotal

Common Expenses Income

Common Expenses NET Profit/Loss

REPLACEMENT RESERVES

REPLACEMENT RESERVES

Reserve Expenses NET Profit/Loss

Last Year

0

1

1

2

2

3

3

4

4

5

5

6

6

7

7

8

8

9

9

Account Balances

Common Expenses NET Profit/Loss

Water Company Main Account:

Reserve Expenses NET Profit/Loss

Water Company Reserve Account:

Total Water Company Cash:

(Average for each unit)

Water Company Common Expenses Dues

Water Company Replacement Reserve Dues

Each Unit AVG Total YEARLY Dues

Water Company Common Expense Dues

Number of Units

Revenues (Dues x Units x 4)

Minus Delinquent Payments (2%)

Gross Profit

Bad Debts

Bank Service Charges

Computer and Internet Expenses

Insurance Expense

Financial Service Fee

QuickBooks Payment Fees

Gila County Property Tax

Utilities

Annual Nitrate

Hand Chlorination

Legal Expenses

Accounting Expenses

Water operator

Other expense (specify)

Common Expenses Subtotal

Common Expenses Income

Common Expenses NET Profit/Loss

Water Company Replacement Reserve Dues

Automatic Chlorinating System

Tank Level Sensor with Sat uplink

Replace Compressor for VG1 Pressure Tank

Electrical Upgrades

Spare motors and pumps for well

Automatic Generator Backup 7500W

Replace residential meter - 45 WIFI? Need 25% of

downpayment for funds needed 1 Year replacement

per engineer

On-hand inventory for main line break repairs

Replace storage tanks

Booster VG1 0 years

Booster VG2 6 years

Distribution pipe upgrades VG1 2 year with looped

system

Distribution pipe upgrades VG2 4 year with looped

system

Engineering cost and permits

Backup well 2 - 4 years

General contractor to manage project

Electrical Expenses

Other expense (specify)

O and M Manual

Clear Trees around Infrastructure

No Trespassing Signs

Tear down abandon well structure

Virus and Cloud Backup

Storage of HDD

Sign up of Mutual Aid Agreement

Hydro Tank

Booster Pump

Reserve Account Expenses

Income from Reserve Dues

Minus Delinquent Payments (2%)