



HOMEOWNERS ASSOCIATION MANAGEMENT
Pro/AMS Excel Budgeting System

Your Solution for Efficiently Developing Association Budgets

Reduce budgeting preparation time from hours to just minutes

Preparing budgets for homeowners associations and membership groups is a time-consuming and complicated process. Yearly expenses must be calculated, incorporating cost-of-living increases. Reserves must be funded for long-term capital expenses. Then, managers must determine the revenue required to meet these projected expenses—and allocate them appropriately to each unit or association member.

Managers who use spreadsheets have to create them manually, populate the cells from accounting reports, and create all of the formulas. This process is not only time-consuming, but also highly error-prone.

Providing a link between the GPE financial system and the popular and familiar Microsoft Excel application, the Pro/AMS Excel Budgeting System automates all of the tasks associated with budget preparation, reducing the process from hours to just minutes.

	2002 Annual Budget	2002 Projected Expenses	2003 Proposed Monthly	2003 Proposed Annual	2003 % Increase (Decrease)
PIRATES COVE CLUB					
Proposed Budget					
For 1/01/2003 to 12/31/2003					
OPERATING INCOME					
1010-Maintenance Fees	151,200.00	151,200.00	13,750.00	165,000.00	9.13%
1040-Miscellaneous	0.00	1,007.50	0.00	0.00	0.00%
1100-Application Fees	0.00	367.50	0.00	0.00	0.00%
1800-Operating Interest	0.00	211.19	0.00	0.00	0.00%
TOTAL OPERATING INCOME	151,200.00	152,866.19	13,750.00	165,000.00	9.13%
OTHER INCOME					
TOTAL OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
TOTAL INCOME	151,200.00	152,866.19	13,750.00	165,000.00	9.13%

Proposed Budget summarizes the proposed annual budget for board approval

- ▶ **CHALLENGE**
Developing budgets for your association can be a time-consuming, labor-intensive task.
- ▶ **SOLUTION**
The Pro/AMS Excel Budgeting system automates the tasks associated with budget preparation.
- ▶ **BENEFIT**
Reduce budgeting preparation time from hours to just minutes...freeing you up for the important components of your job.

PRODUCT HIGHLIGHTS

- Eliminates the guesswork from your budgeting process...Pro/AMS creates spreadsheets that include the formulas you need and pulls the information already in your database!
- Generates Microsoft Excel workbooks for each of your clients with information from your database.
- Displays budget worksheets on the screen in a standard spreadsheet format, which you can easily navigate to modify data and report information.
- Contains built-in links between worksheets, allowing you to automatically populate related sheets. Database changes are reflected simply by regenerating the workbooks.
- Uses information already in the database, eliminating the need for double entry.
- Populates actual months based on what has been posted and projects the remaining months, enabling you to start the process at any time during the year.
- Eliminates the need for manual entry—once the budget is ready and approved, a simple menu function can be run to import the completed spreadsheet back into the accounting system for powerful real time budget control and reporting.
- Facilitates sharing of numbers for edit and review, due to Excel's user-friendly spreadsheet format.
- Supports multiple fee types (maintenance, dock, parking, etc.) by creating one sheet for each fee type.



SAVES TIME AND REDUCES ERRORS

Because the Pro/AMS Excel Budgeting system utilizes information already in your accounting database, there is no need for double entry, resulting in significant time savings and increased accuracy.

- No need to create workbooks manually—Excel workbooks are created from the information already in your system.
- Data can be refreshed at any time, so you're always working with the latest numbers.
- Changes made to one sheet are automatically updated in the other related sheets.
- Formulas automatically recompute as you make changes to the budget.
- The **Proposed Budget**, which can be used to present the budget to the board, automatically updates numbers from other datasheets, eliminating the need for data entry.
- To prepare the budget for the upcoming year, the **Monthly Spread** pulls information from the accounting database, projecting future months based on actual figures. Formulas and links automatically update the Proposed Budget and Fee Schedule sheets.
- The **Reserve Plan** sheet contains formulas that pull together the current reserve balance, the expected life of each asset, and each asset's replacement cost in order to compute the proposed annual funding required.

FLEXIBLE AND EASY TO USE

Budgets and forecasts must continually evolve to meet ever-changing business environments, requiring flexibility on the part of managers and their budgeting programs. Based on Excel's user-friendly spreadsheet format, the Pro/AMS Excel Budgeting system is easy to learn and to manipulate. Accounting can create and manage the spreadsheets, passing them along to managers to develop the actual budgets.

ABOUT GP ENTERPRISE SYSTEMS AND PRO/AMS

GP Enterprise Systems, Inc. has been providing software solutions to the Real Estate and Association Management industries for over 20 years. This high level of industry-specific knowledge has helped them create a system that truly meets the daily demands of association managers. Pro/AMS is a comprehensive management system customized for use by any type of association including condominiums, homeowners, communities, and many others. The Excel Budgeting System is just one component of this feature-rich software application.

	January	February	March	April	May	June
OPERATING INCOME						
1010-Maintenance Fees	12,600.00	12,600.00	12,600.00	12,600.00	12,600.00	12,600.00
1040-Miscellaneous	100.00	150.00	75.00	125.00	50.00	50.00
1100-Application Fees	25.00	0.00	25.00	0.00	0.00	195.00
1200-Operating Interest	3.75	4.48	4.92	5.57	52.50	4.64
TOTAL OPERATING INCOME	12,728.75	12,754.48	12,704.92	12,730.57	12,702.50	12,849.64
OTHER INCOME						
TOTAL OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INCOME	12,728.75	12,754.48	12,704.92	12,730.57	12,702.50	12,849.64

Current Year Monthly is used to develop the budget for the new year.

Description	Class Type	% of Own	# Units	% Own by Class	2002 Monthly	2002 Annual	2003 Proposed Monthly	2003 Proposed Annual
Maintenance Fee	MN1	2.815405%	20	56.300100%	354.74	4,256.88	307.12	3,685.37
Maintenance Fee	MN2	1.965995%	22	43.691900%	250.24	3,002.88	273.07	3,276.84
Totals			42	100.000000%				165,000.00
Number of Payments Each Year			12					

Proposed Fee Schedule allocates the proposed fees by type of unit.

Reserve Item	Repair/Replace Cost as of 12/31/2002	Estimated Balance as of 12/31/2002	Remaining Unreserved Funds	Est New Life	Rem Life Yrs	2003 Reserve Required
9030-Paving	60,000.00	42,119.72	17,880.28	20	15	1,192.02
9075-Insurance	40,000.00	18,462.30	21,537.70	10	5	4,307.54
1190-Deferred Maintenance	20,000.00	9,366.84	10,633.16	20	11	967.56
Totals						6,467.12

Proposed Reserve Plan uses the reserve accounts to figure out what the budget should be in the coming year.