**Operating Budget**

FORM 45

Building Projection for Year

| **I**  **N**  **C**  **O**  **M**  **E** | Acct. No. | Month/Year:  Item |  |  |  |  |  |  |  |  |  |  |  |  | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1. Office Rental |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2. Retail Store Rental |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 3. Garage and Pkg. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 4. **Gross Possible  Rental Income** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 5. Escalation |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 6. Retail Percentage  Income |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 7. Misc. Income |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 10. **Gross Possible  Total Income** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 11. (Less) Vacancies  and Rent Loss |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 12. **Total Actual  Collections** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **E**  **X**  **P**  **E**  **N**  **S**  **E**  **S** |  | 13. Electricity |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 14. Water |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 15. Sewer |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 16. HVAC Fuel |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 17. Combn. Electricity |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 18. Self-contained  Energy Plant |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 19. Payroll or Contract |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 20. Cleaning Supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 21. Miscellaneous |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 22. Maint. – Payroll |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 23. Supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 24. HVAC Repairs |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 25. Electrical Repairs |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 26. Plumbing Repairs |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 27. Elevator Repairs,  Maint. Contracts |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 28. Exterior Repairs |  |  |  |  |  |  |  |  |  |  |  |  |  |

| **E X P E N S E S** | Acct. No. | Month/Year:  Item |  |  |  |  |  |  |  |  |  |  |  |  | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 29. Roof Repairs |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 30. Parking Lot Repairs |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 31. Decorating |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 32. Misc. Repairs |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 33. Payroll – Adm. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 34. Advertising |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 35. Management Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 36. Other Admin. Costs |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 37. Payroll Taxes |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 38. Employee Benefits |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 39. Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 40. Landscape Service |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 41. Trash Removal |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 42. Security |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 43. Window Washing |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 44. Snow Removal |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 45. Misc. Services |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 46. **Subtotal -  Operating Costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 47. Real Estate Taxes |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 48. Other Taxes, Fees,  and Permits |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 49. **Total Operating**  **Expenses** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 50. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 51. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 52. **Net Operating**  **Income** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 53. Less Reserves |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 54. **Net Income** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 55. Less Debt Service |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 56. **Cash Flow** |  |  |  |  |  |  |  |  |  |  |  |  |  |

FORM 45

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**Notes**

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