

	<u>Account Manager</u>		<u>Principal</u>		<u>Total</u>	
	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>
Hourly Rate (Rates are staff specific so if other staff is assigned, their rates will apply)		\$95		\$185		
MONTHLY ITEMS:						
Input of invoices and cutting accounts payable checks	2.00	190		0	2.00	190
Month end bank and account reconciliations	0.50	48		0	0.50	48
Maintenance of all accounting records	0.50	48		0	0.50	48
Oversight and other misc tasks	1.00	95	1.00	185	2.00	280
UTILITY FEE BILLINGS-TBD		0		0	0.00	0
Total Per Month	4.00	380	1.00	185	5.00	565
Months Per Year	12.00	12	12.00	12	12.00	12
Subtotal	48.00	4,560	12.00	2,220	60.00	6,780
QUARTERLY ITEMS:						
Prepare financial statements	2.00	190	0.50	93	2.50	283
Process Board member checks	0.50	48		0	0.50	48
Prepare Board packets	3.00	285	0.50	93	3.50	378
Attend Board meetings (via telephone)	2.00	190	0.00	0	2.00	190
Draft meeting minutes	2.00	190	0.50	93	2.50	283
Total Per Quarter	9.50	903	1.50	278	11.00	1,180
Quarters Per Year	4.00	4	4.00	4	4.00	4
Subtotal	38.00	3,610	6.00	1,110	44.00	4,720
ANNUAL ITEMS:						
Annual Required Filings:						
Transparency Notice reporting	2.00	190	0.00	0	2.00	190
Annual Map Filing w/various agencies	0.50	48	0.00	0	0.50	48
List of IGA's to various agencies	0.00	0	0.00	0	0.00	0
Annual Payroll reports and 1099's	2.00	190	0.00	0	2.00	190
Annual report to Pitkin County-TBD		0		0		0
Audit						
Preparation and filing of Application for Exemption from Audit	6.00	570	1.00	185	7.00	755
File final report with State	0.25	24	0.00	0	0.25	24
Budget						
Preparation and adjustments	6.00	570	1.00	185	7.00	755
Meetings and analysis	2.00	190	0.25	46	2.25	236
Drafting of budget resolutions and forms	1.00	95	0.25	46	1.25	141
Preparation and filing of certification of property tax mill levies	0.50	48	0.50	93	1.00	140
Filing of budget with State	0.50	48	0.00	0	0.50	48
Total Annual Items	20.75	1,971	3.00	555	23.75	2,526
Total Estimated Annual Hours & Charges	106.75	10,141	21.00	3,885	127.75	14,026

OTHER ITEMS AND SERVICES:

Accounting Files and Software Setup	5.00	475	1.00	185	6.00	660
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Election						
Election Official for Directors election (May of even numbered years and this assumes the election is cancelled)	16.00	1,520	0.00	0	16.00	1,520

Asset Acquisition and Certification

Assumes the HOA will convey the water and septic systems to the Metro District for operation